

## Indiana University Graduate CAS

If you experience any difficulties with the application, please contact the Liaison Student Support (see below).

### Liaison Student Contact Information:

Phone # (617) 729-2866

[graduate.indiana@liaisoncas.com](mailto:graduate.indiana@liaisoncas.com)

Live Chat reps are available via the help Center

### **Step 1:**

Student Login New application link: <https://graduate.iupui.edu/admissions/apply.html>

Choose a semester from the drop down in "Select a Term to Apply for"

Select "Apply Now"

Select a semester that you wish to apply for, then click "Apply Now". You will be directed to the correct IU Graduate CAS cycle portal. If you have applied in a previous CAS cycle you can utilize the ["Reapplication"](#) feature to save time!

Select a Term to Apply for ▼

© Choose a semester

**Apply Now**

## Step 2: Create a new account



# Welcome to Indiana University Graduate CAS

Thank you for your interest in pursuing graduate or professional studies at Indiana University, or affiliated Purdue University studies offered at IUPUI. We look forward to working with you to make your academic and professional aspirations possible. With these login credentials, you can apply to any graduate or professional program within our system.

As you prepare to apply, we encourage you to visit the website of your program of interest and review the requirements and deadlines. If you have previously applied to one of our campuses using this application system, use the same login and email address to avoid duplicate records. Creating multiple profiles can lead to delays in processing your application.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Sign In

Create an Account

[Forgot your username or password?](#)



## Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

\* Indicates required field.

### Your Name

|                       |                      |
|-----------------------|----------------------|
| Title                 | <input type="text"/> |
| * First or Given Name | <input type="text"/> |
| Middle Name           | <input type="text"/> |
| * Last or Family Name | <input type="text"/> |
| Suffix                | <input type="text"/> |
| Display Name          | <input type="text"/> |

### Contact Information

|                          |                      |                |        |
|--------------------------|----------------------|----------------|--------|
| * Email Address          | <input type="text"/> | Home           | ▼      |
| * Confirm Email Address  | <input type="text"/> |                |        |
| * Preferred Phone Number | <input type="text"/> | (201) 555-5555 | Mobile |

### Step 3: Add a Program

Select “Filters” and check the following:

- **School:** IUPUI School of Education
- **Campus:** IUPUI
- **Start Term:** Select your intended term

The screenshot displays the 'Add Program' section of the Indiana University application portal. At the top, there are navigation tabs for 'My Application', 'Add Program', and 'Submit Application'. Below these, there's a search bar and filter options. The main area contains a table of programs with columns for 'Add', 'Program Name', 'Degree', 'Start Term', 'Start Year', and 'School'. A sidebar menu is open on the right, showing filter categories: 'Available Programs' (checked), 'Past Programs', 'Future Programs', 'Start Year', 'Delivery', 'School', 'Degree', 'Campus', and 'Start Term'.













| Add | Program Name                                  | Degree     | Start Term | Start Year | School  |
|-----|---|------------|------------|------------|---------|
| ✓   | Counseling/Counselor Education MSED           | Master's   | Spring     | 2020       | IUPUI S |
| ✓   | Education Nondegree Graduate                  | Non-Degree | Spring     | 2020       | IUPUI S |
| +   | Education Nondegree Graduate                  | Non-Degree | Fall       | 2020       | IUPUI S |
| ✓   | Education Nondegree Graduate                  | Non-Degree | Summer     | 2020       | IUPUI S |
| ✓   | Elementary Education MSED - (Urban Education) | Master's   | Spring     | 2020       | IUPUI S |
| +   | Elementary Education MSED - (Urban Education) | Master's   | Summer     | 2020       | IUPUI S |
| +   | Elementary Education MSED - (Urban Education) | Master's   | Fall       | 2020       | IUPUI S |

**Step 4:** Select program that applies by clicking the (+) button on the far left side

**Step 5:** Select “Continue” at the bottom of the page to begin the application

**Step 6:** Begin your program application

**Note:** Program materials is where you will upload your required application documents

| My Application  | Add Program  | Submit Application | Check Status |   |   |   |   |
|---|--|--------------------|--------------|---|---|---|---|
| <h2>My Application</h2> <p>This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.</p> <div> <p><b>Latest Notifications</b></p> <p>Welcome to the Indiana University Graduate CAS application. (save this email) <span>Today</span></p> <p><a href="#">View My Notifications</a></p> </div> | <p><b>Getting Started?</b><br/>Speed up your application by entering your colleges attended first.</p> <table border="1"> <tr> <td> <h3>Personal Information</h3>  <p>0/6<br/>Sections Completed</p> </td> <td> <h3>Academic History</h3>  <p>0/3<br/>Sections Completed</p> </td> </tr> <tr> <td> <h3>Supporting Information</h3>  <p>0/3<br/>Sections Completed</p> </td> <td> <h3>Program Materials</h3>  <p>0/14<br/>Sections Completed</p> </td> </tr> </table> |                    |              | <h3>Personal Information</h3>  <p>0/6<br/>Sections Completed</p> | <h3>Academic History</h3>  <p>0/3<br/>Sections Completed</p> | <h3>Supporting Information</h3>  <p>0/3<br/>Sections Completed</p> | <h3>Program Materials</h3>  <p>0/14<br/>Sections Completed</p> |
| <h3>Personal Information</h3>  <p>0/6<br/>Sections Completed</p>   | <h3>Academic History</h3>  <p>0/3<br/>Sections Completed</p>  |                    |              |   |   |   |   |
| <h3>Supporting Information</h3>  <p>0/3<br/>Sections Completed</p>   | <h3>Program Materials</h3>  <p>0/14<br/>Sections Completed</p>  |                    |              |   |   |   |   |

### Step 7:

1. Select "Documents" tab
2. Submit your personal goal statement under the "Personal Statement" section.
3. Submit your school teaching, school guidance counselor, or school media specialist license under the "License" section.

### **Personal Statement**

This statement should be no more than three double-spaced pages, be written with a 12 point font, and have one-half inch right and left margins and one inch top and bottom margins. It should answer the following prompt.

### **Writing prompt**

Leadership programs of the IU School of Education prepare educators to be moral and transformational agents leading high performing schools and fostering equity, justice, and diversity. Leaders of this sort routinely contend with and challenge barriers to educational opportunity relating to poverty, gender, (dis)ability, race, ethnicity, and home language, among others. In preparation for this work, our students engage in ongoing discussions and critical analyses of school organization, community relations, curriculum development and delivery, legal and financial issues, and leadership practice. This work demands the ability to reflect and respond in written and oral form.

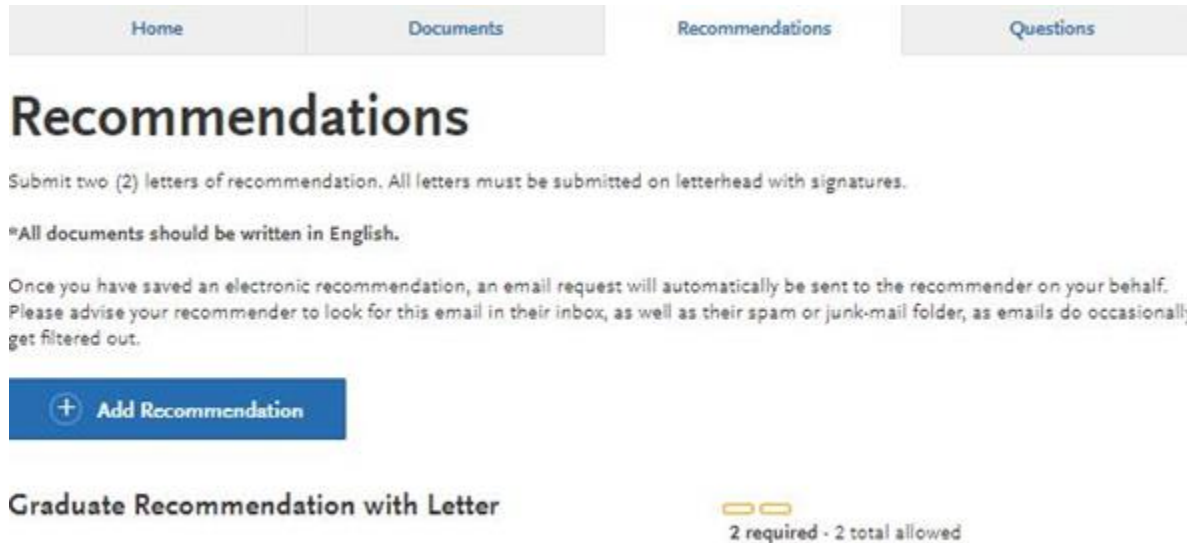
So that we can assess interest and commitment to engaging with our faculty and fellow students in these efforts, we ask all candidates provide a Statement of Purpose for entering the IU School of Education Urban Education Leadership program. This statement should clearly introduce you, indicate your educational and professional goals and relate these to your educational, work and life experiences.



1. Select “Recommendations” tab

Submit two (2) letters of reference/nomination on official letterhead with signatures from current administrators, specifically, addressing leadership experiences with potential for leadership success as a school principal. **All letters must be submitted on letterhead with signatures.**

**\*All documents should be written in English.**



The screenshot shows a web application interface with a navigation bar at the top containing four tabs: Home, Documents, Recommendations, and Questions. The Recommendations tab is active. Below the navigation bar is a large heading "Recommendations". Underneath the heading is a paragraph of instructions: "Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures." followed by a bolded note: "\*All documents should be written in English." Below this is another paragraph: "Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out." A blue button with a white plus sign and the text "Add Recommendation" is positioned below the text. At the bottom of the page, the text "Graduate Recommendation with Letter" is followed by a progress indicator consisting of two yellow bars and the text "2 required - 2 total allowed".

**Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Below is an example email of what your recommender will receive. See below.**

## Recommendation Request Submitted



graduate.indiana@liaisoncas.com via sendgrid.me  
to me



Dear

has applied for admission to Indiana University Graduate CAS and has requested that you provide an online evaluation of their capabilities as part of their application. Please submit your recommendation of

[Access the CAS Evaluator Portal](#)

You may also copy and paste the following link into your browser to access the Indiana University Graduate CAS Recommender Portal

<https://recommendations.prelaunch.liaisoncas.com/recommendation/ui/register?email=eW4tQsqC2mdjpOzTIsYG5pHUZ2ASuglBx>

If this is your first time accessing the Evaluator Portal, you will need to create an account. If you have previously created an account, use the login information previously established to log back in and complete this evaluation. If you have forgotten your password, please use the "Forgot Your Password?" link found on the Evaluator Portal Login page.

provided the following comments to you in their evaluation request:

Please upload a letter of recommendation on letter head with signature.

If you have any questions about this evaluation request, please contact Indiana University Graduate CAS Customer Service at (617) 729-2866 Monday through Friday, 9:00 AM to 5:00 PM Eastern Time.

Sincerely,

Indiana University Graduate CAS Customer Service

### **Step 9:** Transcripts

**Please note:** Unofficial copies of your transcripts should be saved on your computer prior to completing this step for access to upload

1. Return to the "[Academic History](#)" quadrant
2. Select "Colleges Attended" then under the "My Attended Colleges" section select "Upload Transcript"
3. Under the "Select the file to Upload," select "Choose File"
4. Please search through your files and click on your saved unofficial transcript to upload this document. Note: If you are uploading multiple transcripts and if the transcripts are saved on multiple files, you will need to complete step #9 for each of the transcripts.

**"OK, Let's Add Your Transcript!"**

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), and Portable Document Format (.pdf). Do not password protect your files. The size limit for the file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

**IMPORTANT:** Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard"

The screenshot displays the 'Colleges Attended' section of an application portal. At the top, there are two tabs: 'My Application' and 'Add Program'. Below the tabs, a circular progress indicator shows '1/1 Sections Completed' with a graduation cap icon. A green checkmark indicates that the 'Colleges Attended' section is complete. A blue button labeled '+ Add a College or University' is visible. Below this, a section titled 'MY ATTENDED COLLEGES' contains a table with one entry: 'INDIANA UNIVERSITY - BLOOMINGTON'. The table row includes the dates 'May 2006 - October 2014', the system 'Semester System', and the status 'No Degree Earned'. A blue button labeled 'Upload Transcript' is positioned below the table entry, and a large yellow arrow points to it from the right.

### **Step 10:** Questions

1. Select "Questions" tab
2. If you select "Yes" to being a licensed teacher, school guidance counselor, or school media specialist in Indiana, please specify which license you hold and how many years' experience you have in the licensure area.
3. If you select "No" to being a licensed teacher, school guidance counselor, or school media specialist in Indiana, please enter today's date as statement acknowledgement.



## Statement of Acknowledgement

I understand that the Master's degree in Urban Education Leadership will not lead to an Indiana Building Level Administrator (K-12) license.

|      |           |           |                 |
|------|-----------|-----------|-----------------|
| Home | Documents | Questions | Recommendations |
|------|-----------|-----------|-----------------|

### Questions

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#### Licensure

\* Are you a licensed school teacher, school guidance counselor, or school media specialist in Indiana?

Yes  No

What license do you hold?

How many years of experience do you have in your licensure area?

I understand that the Master's degree in Educational Leadership will not lead to an Indiana Building Level Administrator (K-12) license. Please type in today's date acknowledging this statement.

 MM/DD/YYYY

## Fee Waiver Request

If you have previously been admitted as a graduate student in the IUPUI School of Education, follow these steps to request a review for the fee waiver coupon code.

1. Please send an email to [soegrstu@iupui.edu](mailto:soegrstu@iupui.edu)
2. In the email subject line type the following: Review for coupon code

3. In the email body include the following information: all full legal name(s), date of birth, university ID number (optional)

**Note: Once your review is completed you will be notified by email about your eligibility for the fee waiver coupon code.**

**You will not be able to submit this application until the review is completed.**

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#### Coupon Code

✧ Have you previously been admitted as a graduate student in the IUPUI School of Education?

Yes  No

Follow these steps to request a review for the fee waiver coupon code.

1. Please send an email to [soegrstu@iupui.edu](mailto:soegrstu@iupui.edu)
2. In the email subject line type the following: Review for coupon code
3. In the email body include the following information: all full legal name(s), date of birth, university ID number (optional)

Once your review is completed you will be notified by email about your eligibility for the fee waiver coupon code.

You will not be able to submit this application until the review is completed.

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You will submit the application by clicking on the “Submit Application” tab at the top of the screen

You will submit the payment or the fee waiver code, on this page

[My Application](#)

[Add Program](#)

[Submit Application](#)

[Check Status](#)

## Submit Application

Review your application sections and prepare to e-submit for payment processing or see fee waiver options available from the applicant dropdown menu at the top of the page by clicking the arrow next to your name.

Once your application is submitted, no changes or refunds can be made