## 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 Live Chat reps are available via the Help Center

Thank you for your interest in our graduate programs. Prior to submitting your application, please review your intended program plan to confirm you are submitting the correct application. You can also contact our graduate advisors for information about the program plan and the corresponding graduate application. Here is a listing of our graduate advisors: <a href="https://education.iupui.edu/academics/advising/index.html">https://education.iupui.edu/academics/advising/index.html</a>

# Please be advised: Once you submit your application fee you will not be able to make any further changes. Additionally, we are not able to provide a refund for graduate applications.

# 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 <u>"Reapplication"</u> feature to save time!

Select a Term to Apply for

•

O Choose a semester



# Step 2: Create a new account

INDIANA UNIVERSITY

Welcome to Indiana University Graduate CAS



**W** INDIANA UNIVERSITY

	provided to the admissions offices at the and accurate information. Within the a nd alternate name details.	
		* Indicates required field.
Your Name		
Title		
* First or Given Name		
Middle Name		
* Last or Family Name		
Suffix		
Display Name		
Contact Information		

# Step 3: Add a Program

Select "Filters" and check the following:

- School: IU Indianapolis School of Education
- Campus: IU Indianapolis
- Start Term: Select your intended Fall term

-	My Application Add Program			Close	
			ind i rogram		Available Programs
Add Pro				Past Programs	
					Future Programs
You must select at least one program to begin your application. You can add additional programs at any tim Use the field and filters below to search by program, degree, or plan of interest. Contact your program of int				/ Campus	
				> Start Year	
Find Program         View Selected Programs         urban education studies			> Delivery		
Showin	g results for: × Available Programs				> School
Add	Program Name	Campus Name	Degree	Start Term	> Degree
IU INDIANAPOLIS				> Start Term	
~	Urban Education Studies PhD	IU Indianapolis	PhD	Fall	

**<u>Step 4</u>**: Search and select **Urban Education Studies PhD** by clicking the (+) button on the far left side. The (+) will turn to a green check mark when successfully selected.

**<u>Step 5:</u>** Select "Continue" at the bottom of the page to begin the application



Urban Education Studies PhD

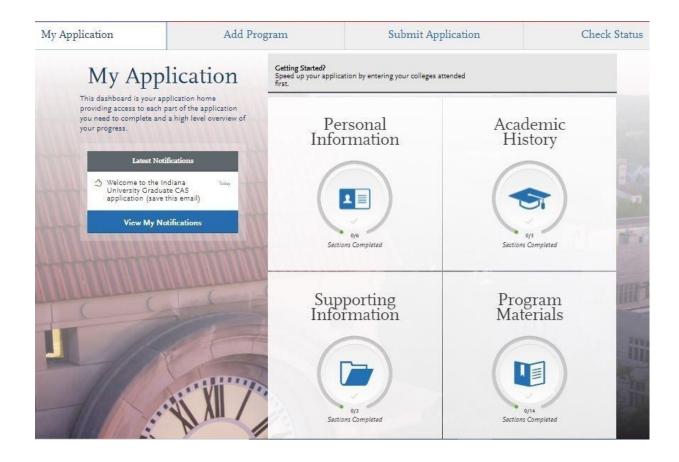
IU Indianapolis

PhD

Fall

Step 6: Begin your program application

Note: Quadrant 4 "Program Materials" is where you will upload your required application documents



### **Step 7:** Program Materials

## 1. Select "Documents" tab

There are several items you need to submit along with your application to the Urban Education Studies doctoral program.

### 1. CV/Resume

Submit an updated cv/resume that lists your education and professional experiences. **Select the "CV/Resume" tab to upload your cv/resume.** 

# 2. Statement of Experience

Submit a 500–1,000 word statement of your experience in urban environments and with urban community service. If you do not have experience in urban settings, then explain why an urban-oriented doctoral program would be a good fit for you. The statement should demonstrate the quality of your writing.

Select the "Other" tab to upload your experience. Include in your document title, *Statement of Experience*. Please use one of the following file formats: doc, .docx, or .pdf.

# 3. Statement of Values

Submit a 500–1,000 word statement about your core personal values, particularly in relation to education. The statement should demonstrate the quality of your writing.

# Select the "Other" tab to upload your values. Include in your document title, *Statement of Values*. Please use one of the following file formats: doc, .docx, or .pdf.

# 4. Personal Statement

Submit a 500–1,000 word personal statement that summarizes your immediate and long-term professional goals as they relate to your intent to pursue a doctorate in urban education studies. The statement should demonstrate the quality of your writing.

Select the "Personal Statement" tab to upload your statement. Include in your document title, *Personal Statement*. Please use one of the following file formats: doc, .docx, or .pdf.

# 5. Writing Sample

Submit one writing sample (e.g., a published paper, technical report, final paper from a graduate course, etc.). Writing samples will be assessed on both quality and student fit. Consider submitting a sample that speaks to your research interests in urban education and showcases your best writing skills.

Select the "Writing Sample" to upload your sample. Please use one of the following file formats: doc, .docx, or .pdf.

Questions

Documents

Recommendations

# **Documents**

#### New Student App.licants

There are several items you need to submit along with your application to the urban education studies doctoral program:

#### CV/Resume

Submit an updated cv/resume that lists your education and professional experiences.

Select the "CV/Resume" tab to upload your cv/resume.

#### • Statement of Experience

Submit a 500-1,000 word statement of your experience in urban environments and with urban community service. If you do not have experience in urban settings, then explain why an urban.oriented doctoral program would be a good fit for you. The statement should demonstrate the quality of your writing.

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#### Personal Statement

Submit a 500--1,000 word personal statement that summarizes your immediate and long-term professional goals as they relate to your intent to pursue a doctorate in urban education studies. The statement should demonstrate the quality of your writing.

Select the "Personal Statement" tab to upload your statement. Include in your title, Personal Statement. Please use one of the following file formats: doc, .docx, or .pdf

#### • Writing Sample

Submit one writing sample (eg., a published paper, technical report, final paper from a graduate course, etc.). Writing samples will be assessed on both quality and student fit. Consider submitting a sample that speaks to your research interests in urban education and showcases your best writing skills.

Select the "Writing Sample" to upload your sample. Please use one of the following file formats: doc, .docx, or .pdf.

\*All documents should be written in English.

, CV/Resume	
T Add Document	
* Other	
(†) Add Document	
* Personal Statement	
+ Add Document	
* Writing Sample	
(+) Add Document	
Test Score Report	
+ Add Document	

### Step 8: Recommendations

1. Select "Recommendations" tab

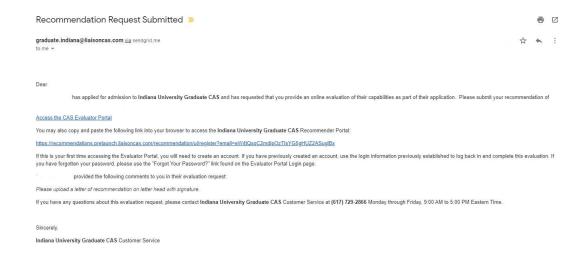
Submit three (3) letters of recommendation from individuals who can attest to your personal and intellectual traits. If possible, one letter should come from a faculty member who can comment on your graduate-level academic work (or undergraduate work, if necessary).

# All letters must be submitted on letterhead with signatures.

\*All documents should be written in English.

Home	Documents	Recommendations	Questions
Recommend	dations		
		can attest to your personal and intelle our graduate-level academic work (or t	
*All documents should be written	in English.		
		uest will automatically be sent to the n ox, as well as their spam or junk-mail f	
+ Add Recommendation			
Graduate Recommenda	ation with Letter	3 required - 5 total allo	nund

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.



## Step 9: Transcripts

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

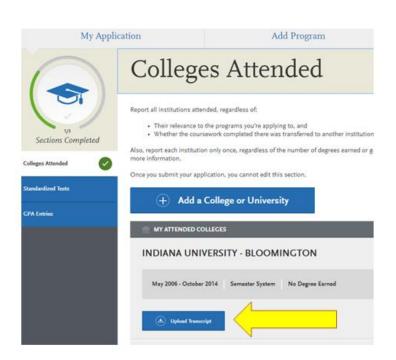
- 1. Return to the "Academic History" quadrant
- 2. Select "Colleges Attended" then under the "My Attended Colleges" section select "Upload Transcript"
- 3. Under the "Select the file to Upload," select "Choose File"
- 4. Please search through your files and click on your saved unofficial transcript 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"



# **Domestic & International Applicant Information**

# **Domestic**

If you are a U.S. Citizen, Permanent Resident, or refugee, and you completed your academic degree outside of the U.S., you must submit documentation of your academic history in U.S. equivalency (see below).

# **International**

If you are not a U.S. Citizen, Permanent Resident, or refugee, you will be considered an international applicant. You must submit documentation of your academic history in U.S. equivalency (see below).

# Academic History - U.S. Equivalency

If you received your degree outside of the U.S., your academic documents will need to be translated into U.S. equivalency. We can accept a course-by-course evaluation report from **World Education Services (WES)** https://www.wes.org/evaluations-and-fees/education/graduate-admissions/.

The WES evaluation report should be sent to you and uploaded as a transcript in the Academic History section of the online application.

## Fee Waiver Request

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

- 1. Please send an email to soegrstu@iu.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.

Coupon Code					
* Have you previously been admitted as a graduate student in the IU Indianapolis School of Education?					
• Yes	No				
Follow these steps to reque	st a review for the fee waiver coupon cod	e.			
<ol> <li>Please send an email to soegrstu@iu.edu</li> <li>In the email subject line type the following: Review for coupon code</li> <li>In the email body include the following information: all full legal name(s), date of birth, university ID number (optional)</li> </ol>					
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.					
	by clicking on the "Submit Appl the fee waiver code, on this pa	ication" tab at the top of the scree ge	en		
My Application	Add Program	Submit Application	Check Status		
	Submit A	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 submitte	d, no changes or refunds can be made			