Indiana University Graduate CAS

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

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

Step 3: Add a Program
Select "Filters" and check the following:

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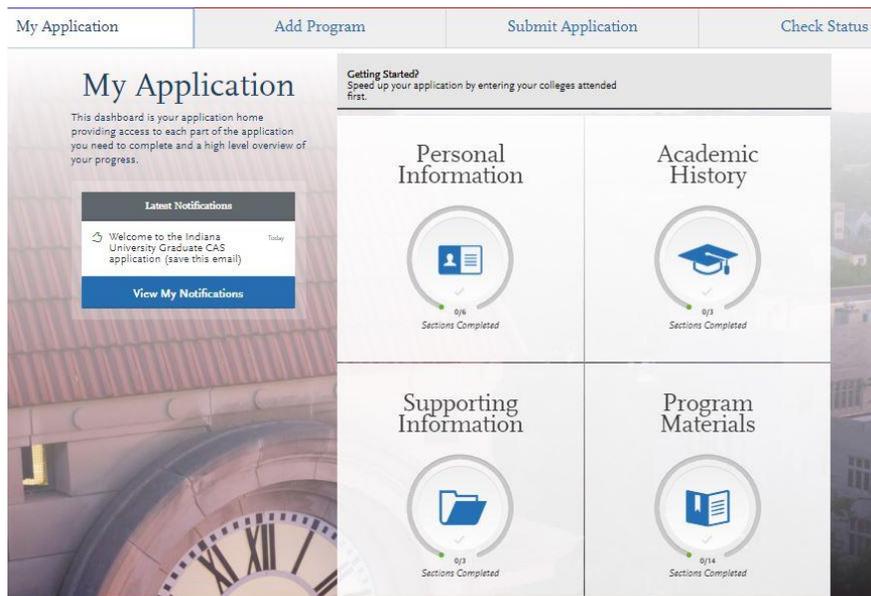- **Start Term:** Select your intended term

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

Step 7:

1. Select "Documents" tab
2. Submit your personal goal statement under the "Personal Statement" section.
3. Submit your resume under the "CV/Resume" section.

Personal statement

It should outline your academic background and explain your interest in becoming a School Counselor. It should introduce you, describe your educational and professional goals, and relate them to your educational, work and life experiences.

Please use the writing prompt below as a guide for your statement.

Writing prompt

The Counselor and Counselor Education program at the IU School of Education—IUPUI prepares school counselors to be transformational agents fostering equity and justice, and valuing diversity. Transformational school counselors 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 organizations, the application of counseling theories and research, and the roles and responsibilities of counselors as change agents and advocates in responding to the diverse needs of students in all schools. This work demands the ability to reflect and respond in written and oral form.

Documents

Personal statement

Submit your personal goal statement under the "**Personal Statement**" section.

It should outline your academic background and explain your interest in becoming a School Counselor. It should introduce you, describe your educational and professional goals, and relate them to your educational, work and life experiences.

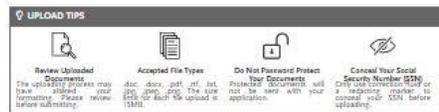Please use the writing prompt below as a guide for your statement.

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Your personal goal statement should be no more than three double-spaced pages, with 12 point font, and one-half inch right and left margins, one inch top and bottom margins.

Resume

Under the "**CV/Resume**" section please submit an updated resume listing all relevant experience.

*All documents should be written in English.

UPLOAD TIPS

| Review Uploaded Documents | Accepted File Types | Do Not Password Protect Your Documents | Conceal Your Social Security Number (SSN) |

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

* Indicates required field.
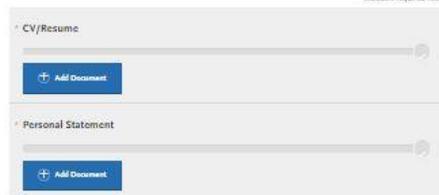
* CV/Resume

[+ Add Document]

* Personal Statement

[+ Add Document]

Your personal goal statement should be no more than three double-spaced pages, with 12 point font, and one-half inch right and left margins, one inch top and bottom margins.

Resume
Please submit an updated resume listing all relevant experience.

*All documents should be written in English.

Step 8: Recommendations

1. Please select the "Request Graduate Recommendation with Letter Recommendation" tab below to begin this process.

Submit two (2) letters of recommendation. **All letters must be submitted on letterhead with signatures.**

*All documents should be written in English.

Recommendations

Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures.

*All documents should be written in English.

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.

(+) Add Recommendation

Graduate Recommendation with Letter

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=eW4tQsqC2mdlpOzTlsYG5gHUZ2ASuglBx

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"

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 email all three Graduate staff: kycshaw@iu.edu, sbreland@iupui.edu, and karicruz@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.

Home	Documents	Recommendations	Questions

Save and Continue

* Indicates required field.

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 email all three Graduate staff: kycshaw@iu.edu, sbreland@iupui.edu, and karicruz@iu.edu
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