

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

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

 INDIANA UNIVERSITY

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?](#)

 INDIANA UNIVERSITY

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

* First or Given Name

Middle Name

* Last or Family Name

Suffix

Display Name

Contact Information

* Email Address Home

* Confirm Email Address

* Preferred Phone Number (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

INDIANA UNIVERSITY

My Application | Add Program | Submit Application

Add Program | Selected Programs

Search for a Program or Organization

Showing results for: Available Programs | IUPUI | IUPUI School of Education

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

Close

Reset Search

- Available Programs
- Past Programs
- Future Programs

> Start Year

> Delivery

> School

> Degree

> Campus

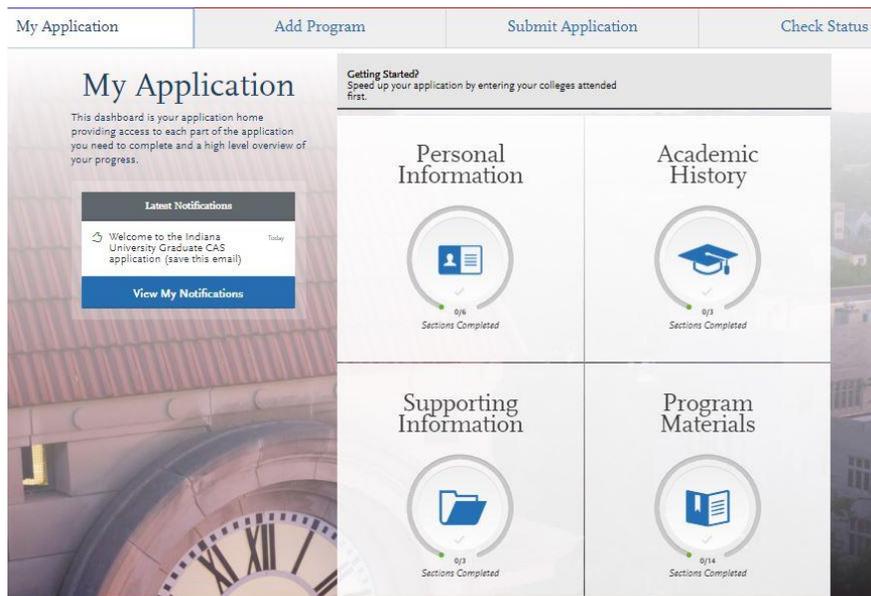
> Start Term

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.

Writing prompt

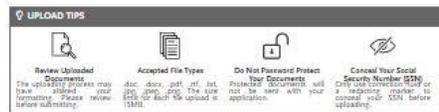
The Counselor and Counselor Education program at the IU School of Education—(IUE) prepares school counselors to be transformational agents fostering equity and justice, and valuing diversity. Transformational school counselors challenge barriers to educational opportunity relating to power, gender, (dis)ability, 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.

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.

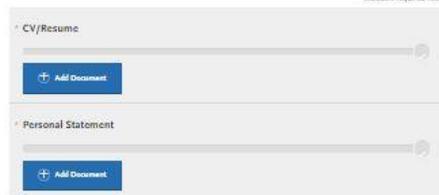


UPLOAD TIPS

- Review Uploaded Documents**
The upload process may have stored your documents. Please review before submitting.
- Accepted File Types**
doc, docx, pdf, ppt, pptx, xls, xlsx, png, jpg, gif, mp3, mp4, avi, mov, mp4, flv, h264, h265, h266, h267, h268, h269, h270, h271, h272, h273, h274, h275, h276, h277, h278, h279, h280, h281, h282, h283, h284, h285, h286, h287, h288, h289, h290, h291, h292, h293, h294, h295, h296, h297, h298, h299, h300, h301, h302, h303, h304, h305, h306, h307, h308, h309, h310, h311, h312, h313, h314, h315, h316, h317, h318, h319, h320, h321, h322, h323, h324, h325, h326, h327, h328, h329, h330, h331, h332, h333, h334, h335, h336, h337, h338, h339, h340, h341, h342, h343, h344, h345, h346, h347, h348, h349, h350, h351, h352, h353, h354, h355, h356, h357, h358, h359, h360, h361, h362, h363, h364, h365, h366, h367, h368, h369, h370, h371, h372, h373, h374, h375, h376, h377, h378, h379, h380, h381, h382, h383, h384, h385, h386, h387, h388, h389, h390, h391, h392, h393, h394, h395, h396, h397, h398, h399, h400, h401, h402, h403, h404, h405, h406, h407, h408, h409, h410, h411, h412, h413, h414, h415, h416, h417, h418, h419, h420, h421, h422, h423, h424, h425, h426, h427, h428, h429, h430, h431, h432, h433, h434, h435, h436, h437, h438, h439, h440, h441, h442, h443, h444, h445, h446, h447, h448, h449, h450, h451, h452, h453, h454, h455, h456, h457, h458, h459, h460, h461, h462, h463, h464, h465, h466, h467, h468, h469, h470, h471, h472, h473, h474, h475, h476, h477, h478, h479, h480, h481, h482, h483, h484, h485, h486, h487, h488, h489, h490, h491, h492, h493, h494, h495, h496, h497, h498, h499, h500, h501, h502, h503, h504, h505, h506, h507, h508, h509, h510, h511, h512, h513, h514, h515, h516, h517, h518, h519, h520, h521, h522, h523, h524, h525, h526, h527, h528, h529, h530, h531, h532, h533, h534, h535, h536, h537, h538, h539, h540, h541, h542, h543, h544, h545, h546, h547, h548, h549, h550, h551, h552, h553, h554, h555, h556, h557, h558, h559, h560, h561, h562, h563, h564, h565, h566, h567, h568, h569, h570, h571, h572, h573, h574, h575, h576, h577, h578, h579, h580, h581, h582, h583, h584, h585, h586, h587, h588, h589, h590, h591, h592, h593, h594, h595, h596, h597, h598, h599, h600, h601, h602, h603, h604, h605, h606, h607, h608, h609, h610, h611, h612, h613, h614, h615, h616, h617, h618, h619, h620, h621, h622, h623, h624, h625, h626, h627, h628, h629, h630, h631, h632, h633, h634, h635, h636, h637, h638, h639, h640, h641, h642, h643, h644, h645, h646, h647, h648, h649, h650, h651, h652, h653, h654, h655, h656, h657, h658, h659, h660, h661, h662, h663, h664, h665, h666, h667, h668, h669, h670, h671, h672, h673, h674, h675, h676, h677, h678, h679, h680, h681, h682, h683, h684, h685, h686, h687, h688, h689, h690, h691, h692, h693, h694, h695, h696, h697, h698, h699, h700, h701, h702, h703, h704, h705, h706, h707, h708, h709, h710, h711, h712, h713, h714, h715, h716, h717, h718, h719, h720, h721, h722, h723, h724, h725, h726, h727, h728, h729, h730, h731, h732, h733, h734, h735, h736, h737, h738, h739, h740, h741, h742, h743, h744, h745, h746, h747, h748, h749, h750, h751, h752, h753, h754, h755, h756, h757, h758, h759, h760, h761, h762, h763, h764, h765, h766, h767, h768, h769, h770, h771, h772, h773, h774, h775, h776, h777, h778, h779, h780, h781, h782, h783, h784, h785, h786, h787, h788, h789, h790, h791, h792, h793, h794, h795, h796, h797, h798, h799, h800, h801, h802, h803, h804, h805, h806, h807, h808, h809, h810, h811, h812, h813, h814, h815, h816, h817, h818, h819, h820, h821, h822, h823, h824, h825, h826, h827, h828, h829, h830, h831, h832, h833, h834, h835, h836, h837, h838, h839, h840, h841, h842, h843, h844, h845, h846, h847, h848, h849, h850, h851, h852, h853, h854, h855, h856, h857, h858, h859, h860, h861, h862, h863, h864, h865, h866, h867, h868, h869, h870, h871, h872, h873, h874, h875, h876, h877, h878, h879, h880, h881, h882, h883, h884, h885, h886, h887, h888, h889, h890, h891, h892, h893, h894, h895, h896, h897, h898, h899, h900, h901, h902, h903, h904, h905, h906, h907, h908, h909, h910, h911, h912, h913, h914, h915, h916, h917, h918, h919, h920, h921, h922, h923, h924, h925, h926, h927, h928, h929, h930, h931, h932, h933, h934, h935, h936, h937, h938, h939, h940, h941, h942, h943, h944, h945, h946, h947, h948, h949, h950, h951, h952, h953, h954, h955, h956, h957, h958, h959, h960, h961, h962, h963, h964, h965, h966, h967, h968, h969, h970, h971, h972, h973, h974, h975, h976, h977, h978, h979, h980, h981, h982, h983, h984, h985, h986, h987, h988, h989, h990, h991, h992, h993, h994, h995, h996, h997, h998, h999, h1000.
- Do Not Password Protect Your Documents**
Password-protected documents will not be seen with your application.
- Connect Your Social Security Number (SSN)**
Only use correct SSN or a redacting marker to conceal your SSN before uploading.

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=eW4tQ9oC2mdjqOzTlsYG5gHUZZASuglBx>

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 a web application. At the top, there are two tabs: 'My Application' and 'Add Program'. Below the tabs, the main heading is 'Colleges Attended'. To the left, there is a circular progress indicator showing '1/3 Sections Completed' with a graduation cap icon. Below this, there is a sidebar with a green checkmark next to 'Colleges Attended' and other options like 'Standardized Tests' and 'CPA Entries'. The main content area contains instructions: 'Report all institutions attended, regardless of: • Their relevance to the programs you're applying to, and • Whether the coursework completed there was transferred to another institution'. It also states: 'Also, report each institution only once, regardless of the number of degrees earned or g more information. Once you submit your application, you cannot edit this section.' Below the instructions is a blue button with a plus sign and the text 'Add a College or University'. Underneath, there is a section titled 'MY ATTENDED COLLEGES' with a list of one entry: 'INDIANA UNIVERSITY - BLOOMINGTON'. Below the entry, there is a row of text: 'May 2006 - October 2014 | Semester System | No Degree Earned'. At the bottom of the entry, there is a blue button with a download icon and the text 'Upload Transcript', which is highlighted with a yellow arrow.

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
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[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
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)

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