

## 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

\* 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 [Reset Search](#)

Add	Program Name	Degree	Start Term	Start Year	School
IUPUI					
✓	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**

The screenshot displays the 'My Application' dashboard with a navigation bar at the top containing 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The main content area is titled 'My Application' and includes a welcome message: '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.' Below this is a 'Latest Notifications' box with a message: 'Welcome to the Indiana University Graduate CAS application (save this email)' dated 'Today', with a 'View My Notifications' button. The dashboard is divided into four sections, each with a progress indicator: 'Personal Information' (0/6 Sections Completed), 'Academic History' (0/3 Sections Completed), 'Supporting Information' (0/3 Sections Completed), and 'Program Materials' (0/14 Sections Completed). A 'Getting Started?' tip at the top right suggests: 'Speed up your application by entering your colleges attended first.'

## Step 7: Documents

1. Select "Documents" tab
2. Submit your personal goal statement under the "Personal Statement" section.
3. If you are a licensed teacher, submit a copy of your license under the "License" section.
4. Under the "Test Score Report" section upload official GRE scores (U.S. applicants: The GRE is waived for applicants if your undergraduate GPA is 3.0 or higher.)

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

Home	Documents	Recommendations	Questions
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## Documents


Under the "Personal Statement" section submit your personal goal statement.

If you are a licensed teacher, under the "License" section please provide a copy of your teaching license.

Under the "Test Score Report" section upload official GRE scores (U.S. applicants: The GRE is waived for applicants if your undergraduate GPA is 3.0 or higher.)

\*All documents should be written in English.

### UPLOAD TIPS

 <b>Review Uploaded Documents</b> The uploading process may have altered your formatting. Please review before submitting.	 <b>Accepted File Types</b> .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.	 <b>Do Not Password Protect Your Documents</b> Protected documents will not be sent with your application.	 <b>Conceal Your Social Security Number (SSN)</b> Only use correction fluid or a redacting marker to conceal your SSN before uploading.
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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.

### \* Personal Statement

Progress bar with checkmark

+ Add Document

### License

Progress bar with checkmark

+ Add Document

### Test Score Report

Progress bar with checkmark

+ Add Document

## **Step 8:** Recommendations

1. Select “Recommendations” tab

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.**

The screenshot shows a web application interface with a navigation bar at the top containing four tabs: Home, Questions, Documents, and Recommendations. The Recommendations tab is active. Below the navigation bar is a large heading "Recommendations". Underneath, there are two sections: "New Student Applicants" and "Returning Student Applicants". The "New Student Applicants" section includes instructions to submit two letters of recommendation on letterhead with signatures and a note that all documents should be written in English. The "Returning Student Applicants" section includes instructions to select the "I Am Not Adding Any Recommendations" tab. Below these sections is a button labeled "I Am Not Adding Any Recommendations". At the bottom of the page, there is a section titled "Graduate Recommendation with Letter" with a progress indicator showing "0 required - 2 total allowed" and a blue button with a plus sign labeled "+ Request Graduate Recommendation with Letter Recommendation".

**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=eW4tQsqC2mdjpOzTlsYG5gHUZ2ASuqIBx>

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 MS Word (.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 large heading reads 'Colleges Attended'. To the left of the heading is a circular progress indicator with a graduation cap icon and the text '1/3 Sections Completed'. Below this, a sidebar contains 'Colleges Attended' (with a green checkmark), 'Standardized Tests', and 'GPA Entries'. The main content area includes 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.' and 'Once you submit your application, you cannot edit this section.' A blue button with a plus sign and the text 'Add a College or University' is visible. Below this, a section titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON' with details: 'May 2006 - October 2014 | Semester System | No Degree Earned'. At the bottom, a blue button labeled 'Upload Transcript' is highlighted with a large yellow arrow pointing to it.



## Step 10: Questions

1. Select "Questions" tab
2. Select "Yes" if you are a licensed teacher, school guidance counselor, or school media specialist in Indiana. Specify which license you hold.

## Statement of Acknowledgement

I understand that the Master's degree in Elementary Education will not lead to an Indiana teaching license. Please type in today's date acknowledging this statement.

Home Documents Recommendations Questions

Save

\* Indicates required field.

### Licensure

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

Yes  No

What license do you hold?

### Statement of Acknowledgement

\* I understand that the Master's degree in Elementary Education will not lead to an Indiana teaching license. Please type in today's date acknowledging this statement.

September 2019

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

\* Are you a graduate student in the IUPUI School of Education?

Review for the fee waiver coupon code.

1. Please email [all three](mailto:kycshaw@iu.edu) Graduate staff: [kycshaw@iu.edu](mailto:kycshaw@iu.edu), [sbreland@iupui.edu](mailto:sbreland@iupui.edu), and [karicruz@iu.edu](mailto: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)

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.

## **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](mailto:kycshaw@iu.edu), [sbreland@iupui.edu](mailto:sbreland@iupui.edu), and [karicruz@iu.edu](mailto: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.**

<a href="#">Home</a>	<a href="#">Documents</a>	<a href="#">Recommendations</a>	<a href="#">Questions</a>
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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](mailto:kycshaw@iu.edu), [sbreland@iupui.edu](mailto:sbreland@iupui.edu), and [karicruz@iu.edu](mailto: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)

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.