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

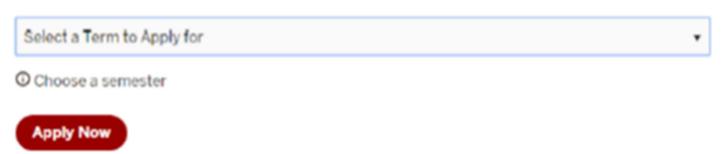
Live Chat reps are available via the help Center

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"

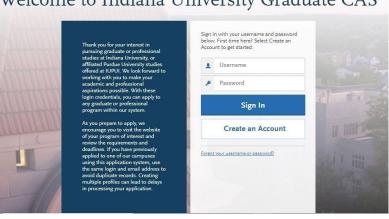
Select a semester that you wish to apply for, then click "Apply Now". You will be directed to the correct IU Graduate CAS cycle portal. If you have applied in a previous CAS cycle you can utilize the "Reapplication" feature to save time!



Step 2: Create a new account



Welcome to Indiana University Graduate CAS





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 * First or Given Name Middle Name * Last or Family Name Suffix Display Name Contact Information * Email Address * Confirm Email Address * Preferred Phone Number **=== •** (201) 555-5555 Mobile V



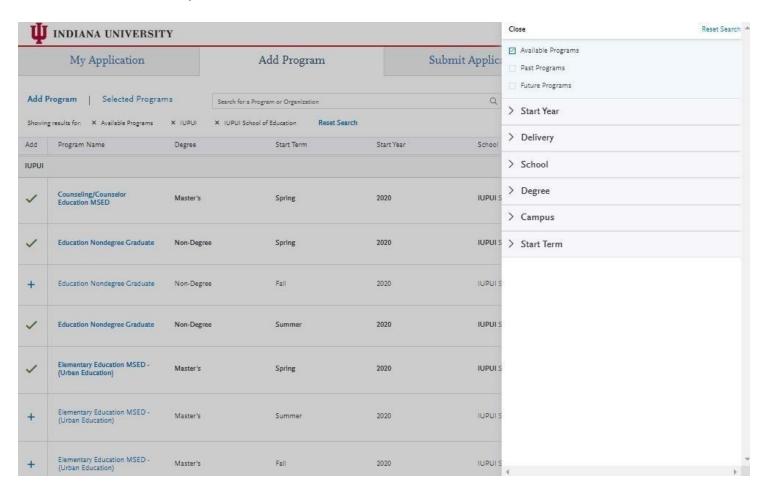
Step 3: Add a Program

Select "Filters" and check the following:

• School: IUPUI School of Education

• Campus: IUPUI

• Start Term: Select your intended term

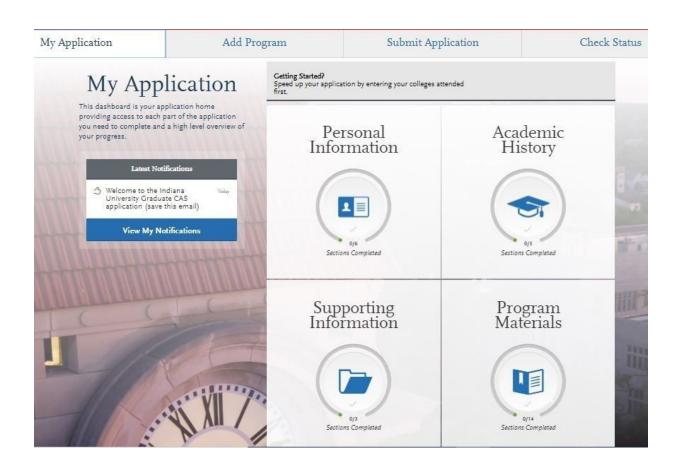


Step 4: Select program that applies by clicking the (+) button on the far left side

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 license under the "License" section.
- 4. Submit your school district cohort statement under the "Other" section.

Personal Statement

Please upload a personal goals statement that addresses:

- Are you an Elementary or Secondary Education licensed teacher in Indiana? If so, what license do you hold?
- Are you applying for ENL or Literacy focus?
- What are your personal, academic, and career goals?
- How will this program help you meet your academic and career goals?
- What experiences have prepared you for this program?

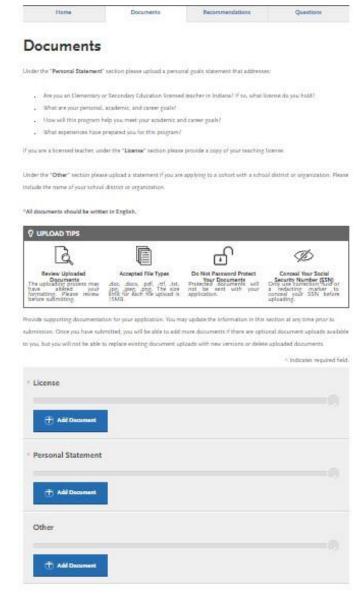
License

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

Other

Please upload a statement if you are applying to a cohort with a school district or organization for the Language Education (ENL) program. Please include the name of your school district or organization.

*All documents should be written in English.



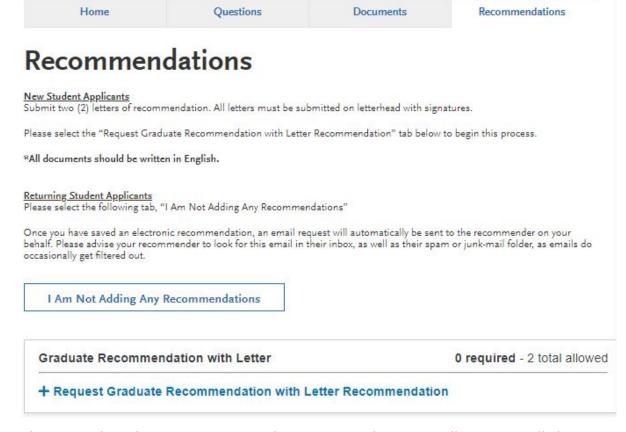
Step 8: Recommendations

1. Select "Recommendations" tab

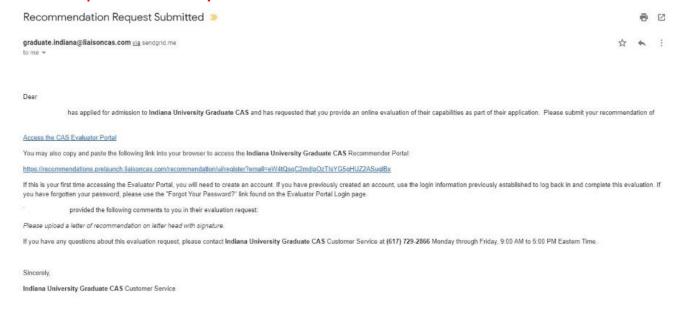
Please select the "Request Graduate Recommendation with Letter Recommendation" tab below to begin this process.

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

*All documents should be written in English.



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

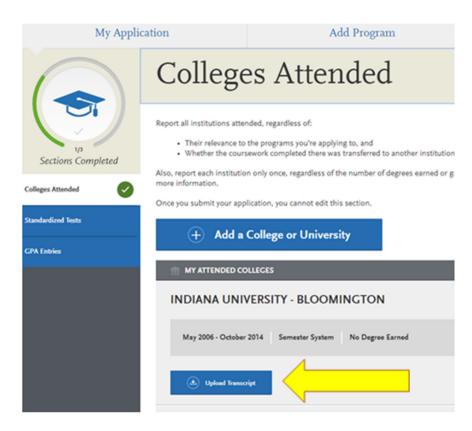
- 1. Return to the "Academic History" quadrant
- 2. Select "Colleges Attended" then under the "My Attended Colleges" section select "Upload Transcript"
- 3. Under the "Select the file to Upload," select "Choose File"
- 4. Please search through your files and click on your saved unofficial transcript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

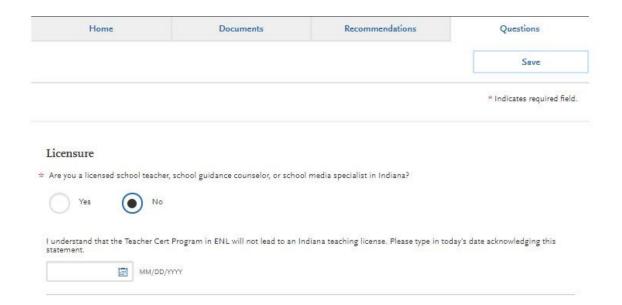


Step 10: Questions

- 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.
- 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 Teacher Cert Program in ENL will not lead to an Indiana teaching license. Please type in today's date acknowledging this statement.



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 <u>all three</u> Graduate staff: <u>kycshaw@iu.edu</u>, <u>sbreland@iupui.edu</u>, <u>and karicruz@iu.edu</u>
- 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.

