

## 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	<input type="text"/>
* First or Given Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last or Family Name	<input type="text"/>
Suffix	<input type="text"/>
Display Name	<input type="text"/>

### Contact Information

* Email Address	<input type="text"/>	Home	▼
* Confirm Email Address	<input type="text"/>		
* Preferred Phone Number	<input type="text" value="(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. At the top, there are four navigation tabs: '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:**

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.
5. Submit your official test scores under the “Test Score Report” 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.

## Test Score Report

Please 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

### Documents

Under the "Personal Statement" section 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?

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

Under the "Other" section 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.

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

- Review Uploaded Documents**  
The uploading process may have altered your formatting. Please review before submitting.
- Accepted File Types**  
doc, docx, pdf, ppt, pptx, jpeg, png, The size limit for each file upload is 10MB.
- Do Not Password Protect Your Documents**  
Password documents will not be sent with your application.
- Conceal Your Social Security Number (SSN)**  
Only your SSN is used for a tracking number to conceal your SSN before submitting.

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**

+

+ Add Document

**License**

+

+ Add Document

**Other**

+

+ Add Document

**Test Score Report**

+

+ 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.**

Home	Questions	Documents	Recommendations
------	-----------	-----------	-----------------

# Recommendations

New Student Applicants  
Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures.  
Please select the “Request Graduate Recommendation with Letter Recommendation” tab below to begin this process.  
**\*All documents should be written in English.**

Returning Student Applicants  
Please select the following tab, “I Am Not Adding Any Recommendations”

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.

[I Am Not Adding Any Recommendations](#)

Graduate Recommendation with Letter	0 required - 2 total allowed
<a href="#">+ Request Graduate Recommendation with Letter Recommendation</a>	

**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=eW4tQsqC2mdj0zTIsYG5pHUZ2ASuglBx>

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 an application portal. At the top, there are two tabs: 'My Application' and 'Add Program'. Below the tabs, a circular progress indicator shows 'Sections Completed' with a graduation cap icon and '1/3' completed. A sidebar on the left contains links for 'Colleges Attended' (with a green checkmark), 'Standardized Tests', and 'GPA Entries'. The main content area is titled 'Colleges Attended' and 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 more information. Once you submit your application, you cannot edit this section.' Below this is a blue button '+ Add a College or University'. Underneath, a section titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON' with details: 'May 2006 - October 2014 | Semester System | No Degree Earned'. At the bottom of this entry is a blue button 'Upload Transcript' with a yellow arrow pointing to it from the right.

### **Step 10:** Questions

1. Select “Questions” tab



## Step 10: Questions

1. Select “Questions” tab
2. Select which master’s program you are applying for.
3. If you select “Yes” to being a licensed teacher, school guidance counselor, or school media specialist in Indiana; specify which license you hold.

Home	Documents	Recommendations	Questions
------	-----------	-----------------	-----------

Save

\* Indicates required field.

### Licensure

\* Are you applying to the ENL or Literacy Language Education Program?

ENL Language Education  Literacy Language Education

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

Yes  No

## **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>
<a href="#">Save and Continue</a>			
* 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.