

## 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 IU/PUI. 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

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

The screenshot shows the 'Add Program' section of the Indiana University application portal. The page header includes the IU logo and 'INDIANA UNIVERSITY'. Below the header are navigation tabs: 'My Application', 'Add Program', and 'Submit Application'. The 'Add Program' tab is active, showing a search bar and a list of programs. A search filter overlay is open on the right side, showing options for 'Available Programs', 'Past Programs', and 'Future Programs'. The search results table has columns for 'Add', 'Program Name', 'Degree', 'Start Term', 'Start Year', and 'School'. The table lists several programs, with some marked with a green checkmark and others with a plus sign. The search filter overlay is currently open, showing a list of filters: 'Available Programs' (checked), 'Past Programs', 'Future Programs', 'Start Year', 'Delivery', 'School', 'Degree', 'Campus', and 'Start Term'.

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

**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

My Application

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.

Getting Started?  
Speed up your application by entering your colleges attended first.

Latest Notifications

Welcome to the Indiana University Graduate CAS application (save this email) Today

View My Notifications

Personal Information  
0/6 Sections Completed

Academic History  
0/3 Sections Completed

Supporting Information  
0/3 Sections Completed

Program Materials  
0/14 Sections Completed

### **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.

### **Personal Statement**

Please upload a personal goals statement that addresses:

- Are you a licensed teacher in Indiana? If so, what license do you hold?
- 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?
- Are you applying for a license in Mild or Intense Intervention?

### **License**

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

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

## Documents





Under the "Personal Statement" section please upload a personal goals statement that addresses:

- Are you a licensed teacher in Indiana? If so, what license do you hold?
- 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?
- Are you applying for a licensure in Mild or Intense intervention?

Under the "License" section please upload a copy of your Indiana teacher license in pdf format.

\*All documents should be written in English.

**UPLOAD TIPS**

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

\_\_\_\_\_ ✓

**+ Add Document**

**License**

\_\_\_\_\_ ✓

**+ 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.**

<a href="#">Home</a>	<a href="#">Questions</a>	<a href="#">Documents</a>	<a href="#">Recommendations</a>
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# 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](#)

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**Graduate Recommendation with Letter** **0 required - 2 total allowed**

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[+ 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=eW4tQsqC2mdjpOzTIsYG5pHUZ2ASuglBx>

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 '1/1 Sections Completed' with a graduation cap icon. The main heading is 'Colleges Attended'. Below this, there is a section for reporting institutions attended, with instructions and a list of bullet points: 'Their relevance to the programs you're applying to, and' and 'Whether the coursework completed there was transferred to another institution'. A note states: 'Also, report each institution only once, regardless of the number of degrees earned or more information.' Below this, it says: 'Once you submit your application, you cannot edit this section.' There is a blue button with a plus sign and the text '+ Add a College or University'. Below that, a section titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON'. Underneath the college name, there are three tabs: 'May 2006 - October 2014', 'Semester System', and 'No Degree Earned'. At the bottom of this section, there is a blue button with a plus sign and the text '+ Upload Transcript', which is highlighted with a large yellow arrow pointing to it from the right.



## Step 10: Questions

1. Select "Questions" tab
2. If you select "Yes" to being a licensed teacher in Indiana; specify which license you hold.
3. Select which license addition you are applying for.

Home Documents Recommendations Questions

Save and Continue

\* Indicates required field.

### Licensure

\* Are you a licensed Elementary or Secondary Education teacher in Indiana?

Yes  No

What license do you hold?

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### Licensure Addition

\* What licensure addition are you applying for?

Mild Intervention  Intense Intervention  Both

## **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), [sbrelan@iupui.edu](mailto:sbrelan@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.**

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](mailto:kycshaw@iu.edu), [sbrelan@iupui.edu](mailto:sbrelan@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.