

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"

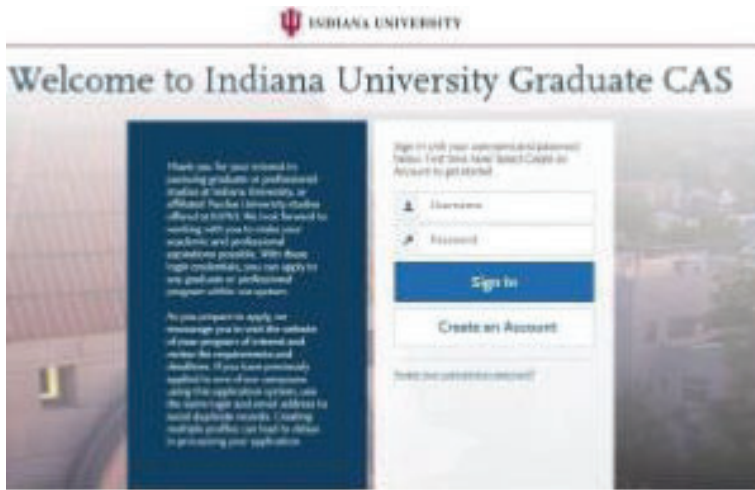
Select "Apply Now"

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!

⊙ Choose a semester

Apply Now

Step 2: Create a new account



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 displays the 'Add Program' section of the Indiana University application portal. At the top, there are tabs for 'My Application', 'Add Program', and 'Submit Application'. Below the tabs, there is a search bar and a filter sidebar. The filter sidebar is open, showing options for 'Available Programs', 'Past Programs', and 'Future Programs'. Below these are expandable sections for 'Start Year', 'Delivery', 'School', 'Degree', 'Campus', and 'Start Term'. The main content area shows a table of available programs with columns for 'Add', 'Program Name', 'Degree', 'Start Term', 'Start Year', and 'School'. The table lists several programs, including 'Counseling/Counselor Education MSED', 'Education Nondegree Graduate', and 'Elementary Education MSED - (Urban Education)'. Each row has a green checkmark or a plus sign in the 'Add' column, indicating that the program is available for selection.

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

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	Add Program	Submit Application	Check Status
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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.

Latest Notifications

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

[View My Notifications](#)

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

<h3>Personal Information</h3>  <p>0/6 Sections Completed</p>	<h3>Academic History</h3>  <p>0/3 Sections Completed</p>
<h3>Supporting Information</h3>  <p>0/3 Sections Completed</p>	<h3>Program Materials</h3>  <p>0/14 Sections Completed</p>

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 official test scores under the "Test Score Report" 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.

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.**



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 license in Mild or Intense Intervention?

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

<p>Review Uploaded Documents The uploaded documents may have errors. Please review before submitting.</p>	<p>Accepted File Types doc, docs, pdf, txt, xls, ppt, xls, ppt. The size limit for each file is 10MB.</p>	<p>Do Not Password Protect Your Documents Protected documents will not be sent with your application.</p>	<p>Conceal Your Social Security Number (SSN) Only use a redaction mark or a redaction 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](#)

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
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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](#)

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

[+ 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=eW4tQsqC2mdlpOzTIsYG5gHUZ2ASuglBx>

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 shows a web application interface with a navigation bar at the top containing 'My Application' and 'Add Program'. Below the navigation bar is a header for 'Colleges Attended'. On the left side, there is a sidebar with a circular progress indicator showing '1/3 Sections Completed' and a green checkmark next to 'Colleges Attended'. Below this are links for '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.' and '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 this is a section titled 'MY ATTENDED COLLEGES' with a list item for 'INDIANA UNIVERSITY - BLOOMINGTON'. Underneath this entry, it says 'May 2006 - October 2014 Semester System No Degree Earned'. At the bottom of this entry is a blue button with a download icon and the text 'Upload Transcript'. A large yellow arrow points to this button from the right.

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; specify which license you hold.

Special Education MSED (Licensure & Non-Licensure) Deadline: 03/01/2020

Home Documents Recommendations Questions

[Save and Continue](#)

* Indicates required field.

Licensure

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

Yes No

What license do you hold?

Coupon Code

Have you previously been admitted as a graduate student in the IUPLU 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: kyeshaw@iu.edu, sbreland@iupui.edu, and kanicruz@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, sbrelan@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, sbrelan@iupui.edu, and karicruz@iu.edu
2. In the email subject line type the following: Review for coupon code
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