

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

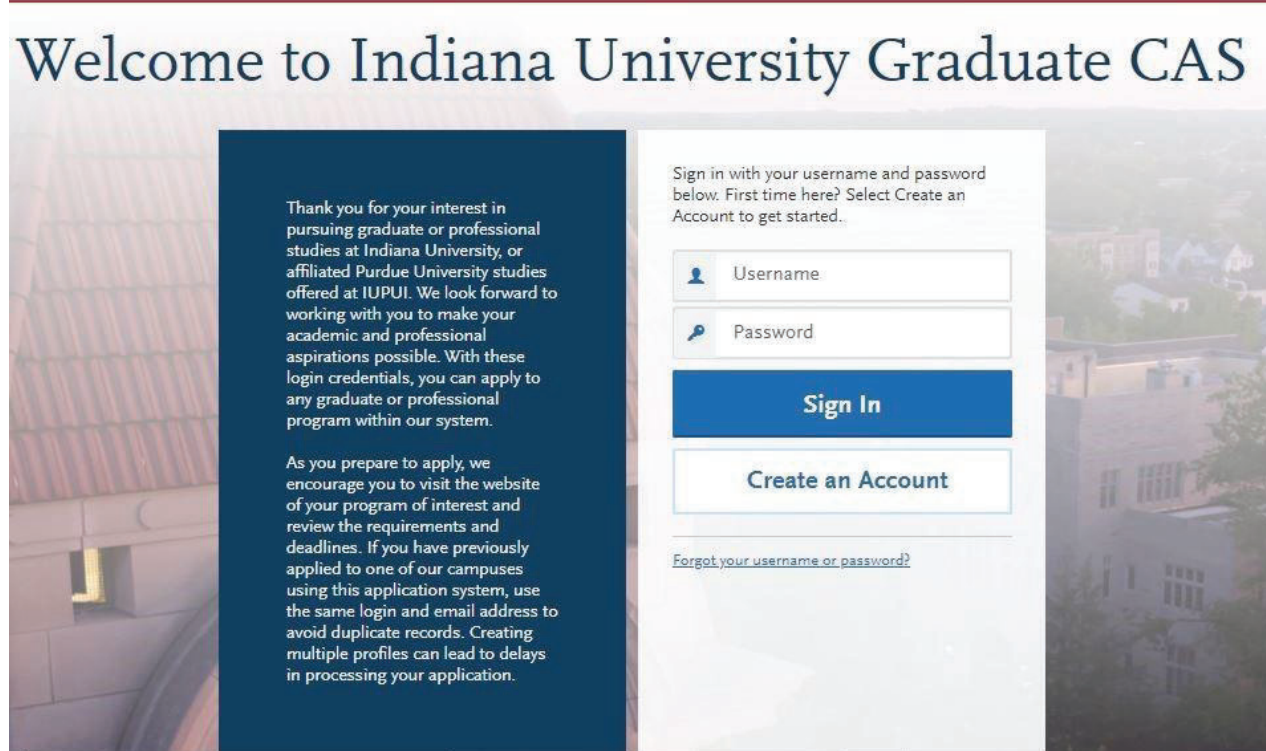
graduate.indiana@liaisoncas.com

Live Chat reps are available via the help Center

Step 1:

Student Login New application link: <https://IUgraduate.liaisoncas.com/>

Select "Create an Account"



Step 2: Create a new account



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 <input type="button" value="v"/>
* Confirm Email Address	<input type="text"/>	
* Preferred Phone Number	<input type="text" value="(201) 555-5555"/>	<input type="button" value="v"/> Mobile <input type="button" value="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

The screenshot shows the 'Add Program' section of the Indiana University application portal. The page header includes the IU logo and 'INDIANA UNIVERSITY'. Navigation tabs include 'My Application', 'Add Program', and 'Submit Application'. The 'Add Program' section features a search bar with the text 'Search for a Program or Organization' and a search icon. Below the search bar, it indicates 'Showing results for: Available Programs, IUPUI, IUPUI School of Education' with a 'Reset Search' link. A table lists various programs with columns for 'Add', 'Program Name', 'Degree', 'Start Term', 'Start Year', and 'School'. A search filter overlay is open on the right side, showing options for 'Available Programs', 'Past Programs', and 'Future Programs', along with expandable sections for '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

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' section with a message: 'Welcome to the Indiana University Graduate CAS application (save this email)' dated 'Today', and a 'View My Notifications' button. The dashboard is divided into four quadrants, each representing a section of the application process with a progress indicator (a circular gauge with a green segment and a checkmark):

- Personal Information:** 0/6 Sections Completed
- Academic History:** 0/3 Sections Completed
- Supporting Information:** 0/3 Sections Completed
- Program Materials:** 0/14 Sections Completed

A 'Getting Started?' tip is located at the top right of the dashboard, stating: '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.**

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

Other

+ Add Document

Test Score Report

+ Add Document

Step 8: Recommendations

1. Select “Recommendations” tab

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

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



Recommendations

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.




Graduate Recommendation with Letter



2 required - 2 total allowed

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@lialisoncas.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.lialisoncas.com/recommendation/ui/register?email=eW4tQsqC2mdlpOzTisYg5qHUZ2ASuqjBx>

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: 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
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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, sbreland@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

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3. In the email body include the following information: all full legal name(s), date of birth, university ID number (optional)

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