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

Indiana University

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
- Confirm Email Address
- Preferred Phone Number
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

<table>
<thead>
<tr>
<th>My Application</th>
<th>Add Program</th>
<th>Submit Application</th>
<th>Check Status</th>
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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.

**Getting Started?**

Speed up your application by entering your colleges attended first.

**Personal Information**

[Progress Tracker]

**Academic History**

[Progress Tracker]

**Supporting Information**

[Progress Tracker]

**Program Materials**

[Progress Tracker]
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 includes information about what license(s) you are applying to renew.

License
Please provide a copy of your Indiana Department of Education license or emergency permit.

*All documents should be written in English.

Documents
Under the "Personal Statement" section please submit your personal goal statement. Include information about the license(s) you are applying to renew.

Under the "License" section please provide a copy of your Indiana Department of Education license or emergency permit.

*All documents should be written in English.

UPLOAD TIPS

- Review Uploaded Documents
- Accepted File Types: .doc, .docx, .pdf, .jpg, .jpeg
- Do Not Password Protect Your Documents
- Conceal Your Social Security Number (SSN)

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
Step 8: Questions

1. Select “Questions” tab
2. Select if you are a licensed school teacher, school guidance counselor or administrator in Indiana.
   a. If you select “Yes” to being a licensed teacher, school guidance counselor, or administrator in Indiana, please specify which license you hold.
   b. If you select “No” please answer if you have an Emergency Permit from the Indiana Department of Education.
3. Submit today’s date under the “Statement of Acknowledgement” section

Statement of Acknowledgement

I understand that I must complete all IUPUI School of Education and Indiana Department of Education license renewal requirements, to be recommended for my license renewal. 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 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.

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, sbreland@iupui.edu, and karicruz@iu.edu
2. In the email subject line type the following: Review for coupon code
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