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/
  1. Select “Create an Account”
**Step 2:** Create a new account

![Create an Account form](image-url)

**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
**Step 7: Documents**

1. Select “Documents” tab
2. Submit your personal goal statement under the "Personal Statement" section.
3. If you are a licensed teacher, submit a copy of your license under the "License" section.
4. 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.*
Documents

Under the “Personal Statement” section submit your personal goal statement.

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.

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

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*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.

Add Recommendation

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.
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 Evaluation Portal

You may also copy and paste the following link into your browser to access the Indiana University Graduate CAS Recommender Portal:

https://recommendaions.cas.indiana.edu/recommender/register?email=JohnDoe0123@indiana.edu

If this is your first time accessing the Evaluation 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 Evaluation Portal Login page.

Please upload a letter of recommendation on letterhead with signature.

If you have any questions about this evaluation request, please contact Indiana University Graduate CAS Customer Service at (812) 855-2670 Monday through Friday, 8:00 AM to 5:00 PM Eastern Time.

Sincerely,

Indiana University Graduate CAS Customer Service

Step 9: Questions
1. Select “Questions” tab
2. Select “Yes” if you are a licensed teacher, school guidance counselor, or school media specialist in Indiana. Specify which license you hold.

Statement of Acknowledgement
I understand that the Master's degree in Secondary Education will not lead to an Indiana teaching license. 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.

<table>
<thead>
<tr>
<th>Home</th>
<th>Documents</th>
<th>Recommendations</th>
<th>Questions</th>
</tr>
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* 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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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)

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