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

Thank you for your interest in our graduate programs. Prior to submitting your application, please review your intended program plan to confirm you are submitting the correct application. You can also contact our graduate advisors for information about the program plan and the corresponding graduate application. Here is a listing of our graduate advisors: https://education.indianapolis.iu.edu/academics/advising/index.html

Please be advised: Once you submit your application fee you will not be able to make any further changes. Additionally, we are not able to provide a refund for graduate applications.

Step 1:

Student Login New application link: https://graduate.indianapolis.iu.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!



Login if you have previously created an account; Contact Liaison if you have any questions (see contact information above)

If you do not have an account, select "Create an 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 * First or Given Name Middle Name * Last or Family Name Suffix Display Name Contact Information * Email Address Home * Confirm Email Address * Preferred Phone Number ***** (201) 555-5555 Mobile

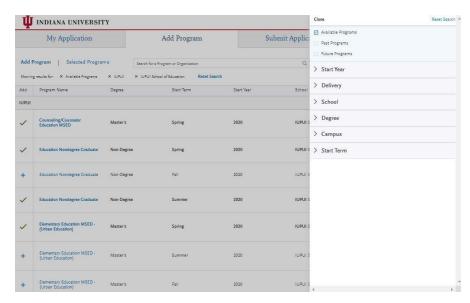
Step 3: Add a Program

Select "Filters" and check the following:

• School: IUI School of Education

• Campus: IU Indianapolis

• Start Term: Select your intended term



<u>Step 4:</u> Select **Teacher Cert Program - Special Education (License Only)** by clicking the (+) button on the far left side. The (+) will turn to a green check mark when successfully selected.

Step 5: Select "Continue" at the bottom of the page to begin the application

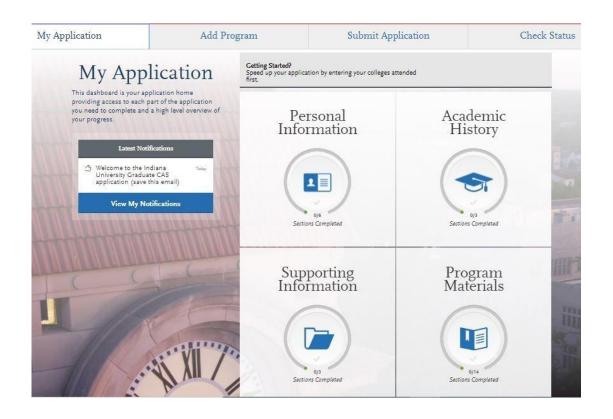


IU Indianapolis

Non-Degree

Step 6: Begin your program application

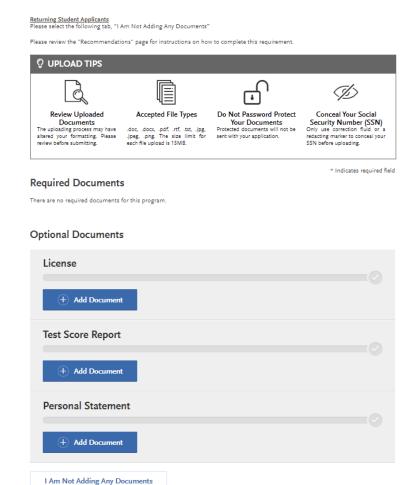
Note: Program materials is where you will upload your required application documents



Step 7:

1. Select "Documents" tab

Please select the following tab, "I Am Not Adding Any Documents"



Step 8: Recommendations

1. Select "Recommendations" tab

Please select the following tab, "I Am Not Adding Any Recommendations"

Home Questions Documents Recommendations

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

Step 9: 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.

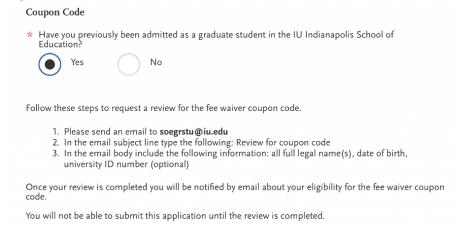
| | Documents | Recommendations | Questions |
|---|--------------------------------------|-----------------|-----------------------------|
| | | | Save and Continue |
| | | | * Indicates required field. |
| Licensure | | | |
| Are you a licensed Elementary or | Secondary Education teacher in India | na? | |
| Yes No | | | |
| | | | |
| What license do you hold? | | | |
| What license do you hold? | | | |
| What license do you hold? | | | |
| What license do you hold? | | | |
| What license do you hold? Licensure Addition | | | |
| | applying for? | | |

Fee Waiver/Coupon Code Request

If you have previously been admitted as an IU Indianapolis School of Education graduate student, you may be eligible for an application fee waiver. Applicants who are eligible for a fee waiver, will receive a coupon code. Please follow these steps to be reviewed for a coupon code:

- 1. Please send an email to soegrstu@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: Do not submit the application until your review is completed. You will be notified by email about your eligibility for a coupon code.



Submit Application/Payment Information

You will submit the application by clicking on the "Submit Application" tab (top of the screen). You will submit the payment or coupon code on this page.

Note: ALL PAYMENTS ARE FINAL AND NON-REFUNDABLE!

