

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!

 Choose a semester

Apply Now

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"

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"/>	Mobile <input type="button" value="v"/>

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

Add	Program Name	Degree	Start Term	Start Year	School
✓	Counseling/Counselor Education MSED	Master's	Spring	2020	IUPUI
✓	Education Nondegree Graduate	Non-Degree	Spring	2020	IUPUI
+	Education Nondegree Graduate	Non-Degree	Fall	2020	IUPUI
✓	Education Nondegree Graduate	Non-Degree	Summer	2020	IUPUI
✓	Elementary Education MSED - (Urban Education)	Master's	Spring	2020	IUPUI
+	Elementary Education MSED - (Urban Education)	Master's	Summer	2020	IUPUI
+	Elementary Education MSED - (Urban Education)	Master's	Fall	2020	IUPUI

Step 4: 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















Teacher Cert Program - Special Educa...

IU Indianapolis

Non-Degree

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				
<h3>My Application</h3> <p>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.</p> <div>Latest Notifications Welcome to the Indiana University Graduate CAS application (save this email) Today View My Notifications</div> <div>Getting Started? Speed up your application by entering your colleges attended first.</div> <table><tbody><tr><td><h4>Personal Information</h4><div>0/6 Sections Completed</div></td><td><h4>Academic History</h4><div>0/3 Sections Completed</div></td></tr><tr><td><h4>Supporting Information</h4><div>0/3 Sections Completed</div></td><td><h4>Program Materials</h4><div>0/14 Sections Completed</div></td></tr></tbody></table>				<h4>Personal Information</h4>  <div>0/6 Sections Completed</div>	<h4>Academic History</h4>  <div>0/3 Sections Completed</div>	<h4>Supporting Information</h4>  <div>0/3 Sections Completed</div>	<h4>Program Materials</h4>  <div>0/14 Sections Completed</div>
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<h4>Supporting Information</h4>  <div>0/3 Sections Completed</div>	<h4>Program Materials</h4>  <div>0/14 Sections Completed</div>						

Step 7:


1. Select “Documents” tab





Please select the following tab, **“I Am Not Adding Any Documents”**

Returning Student Applicants

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

Please review the “Recommendations” page for instructions on how to complete this requirement.

 **UPLOAD TIPS**

 Review Uploaded Documents The uploading process may have altered your formatting. Please review before submitting.	 Accepted File Types .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.	 Do Not Password Protect Your Documents Protected documents will not be sent with your application.	 Conceal Your Social Security Number (SSN) Only use correction fluid or a redacting marker to conceal your SSN before uploading.
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* Indicates required field

Required Documents

There are no required documents for this program.

Optional Documents

License

+ Add Document

Test Score Report

+ Add Document

Personal Statement

+ Add Document

I Am Not Adding Any Documents

Step 8: Recommendations

1. Select “Recommendations” tab

Please select the following tab, **“I Am Not Adding Any 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.

The screenshot shows a web interface with a top navigation bar containing four tabs: 'Home', 'Documents', 'Recommendations', and 'Questions'. The 'Questions' tab is selected and highlighted. Below the navigation bar is a blue button labeled 'Save and Continue'. A horizontal line separates the navigation from the main content area. In the top right of the content area, there is a small text note: '* Indicates required field.' Below this, the section is titled 'Licensure'. The first question is marked with a red asterisk and asks: 'Are you a licensed Elementary or Secondary Education teacher in Indiana?'. It has two radio button options: 'Yes' (which is selected) and 'No'. Below this question is a text input field with the label 'What license do you hold?'. Another horizontal line separates this section from the next one, which is titled 'Licensure Addition'. This section also has a red asterisk and asks: 'What licensure addition are you applying for?'. It has three radio button options: 'Mild Intervention', 'Intense Intervention' (which is selected), and 'Both'. A vertical scrollbar is visible on the right side of the form.

Home	Documents	Recommendations	Questions
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Save and Continue

* Indicates required field.

Licensure

* Are you a licensed Elementary or Secondary Education teacher in Indiana?

☒ Yes ☐ No

What license do you hold?

Licensure Addition

* What licensure addition are you applying for?

☐ Mild Intervention ☒ Intense Intervention ☐ Both

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.

Coupon Code

* Have you previously been admitted as a graduate student in the IU Indianapolis School of Education?

☒

Yes

☐

No

Follow these steps to request a review for the fee waiver 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)

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.

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!

My Application	Add Program	Submit Application ¹	Check Status				
<h3>Your Selected Program</h3> <table border="1"><thead><tr><th>PROGRAM NAME</th><th>DEADLINE</th></tr></thead><tbody><tr><td>IU Indianapolis</td><td></td></tr></tbody></table> <div><input checked="" type="checkbox"/> <input type="text"/></div> <div>Fee Total \$70.00</div> <div>Coupon Code <input type="text"/></div> <div>Apply</div> <div>Continue</div>				PROGRAM NAME	DEADLINE	IU Indianapolis	
PROGRAM NAME	DEADLINE						
IU Indianapolis							