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.iupui.edu/academics/advising/index.html

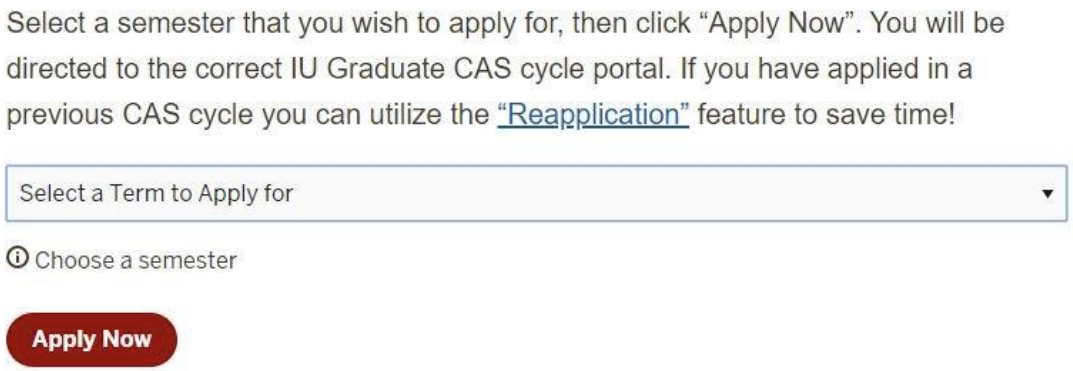
Please be advised: Once you submit your application fee you will not be able to make any further changes. Additionally, we are not able to provide a refund for graduate applications.

Step 1:

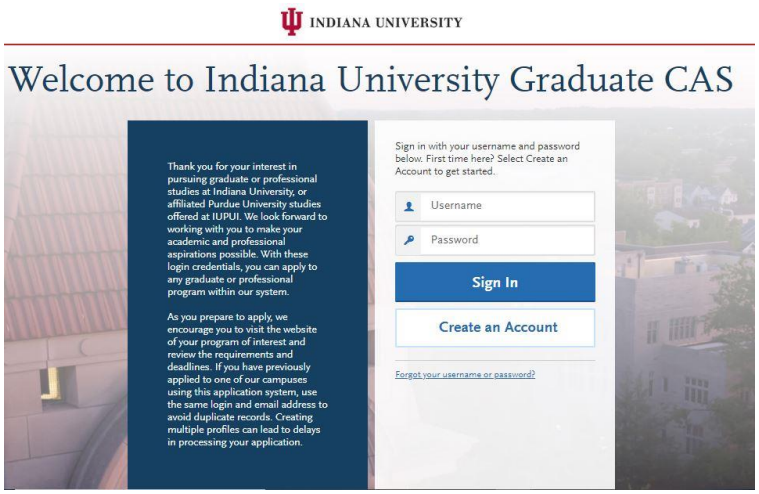
Student Login New application link: https://graduate.iupui.edu/admissions/apply.html

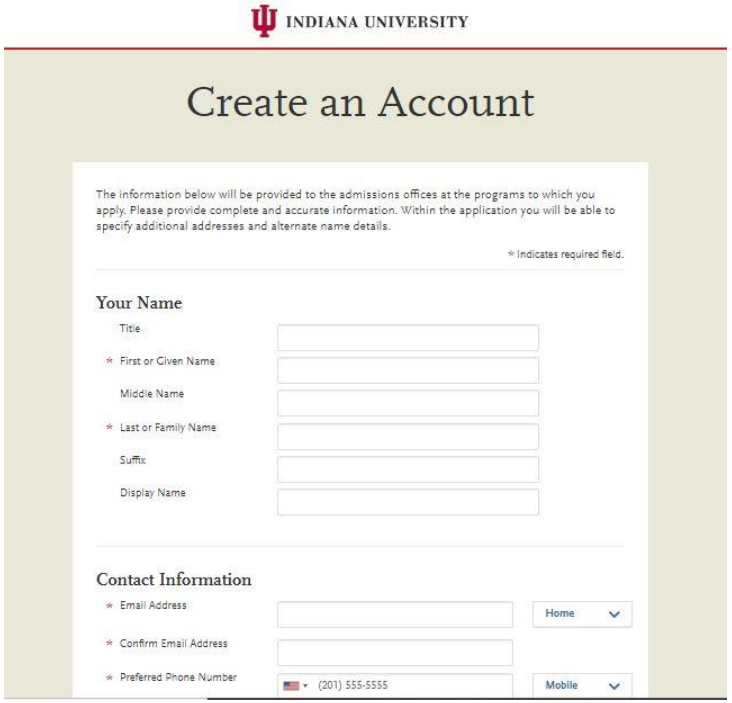
Choose a semester from the drop down in "Select a Term to Apply for"

Select "Apply Now"



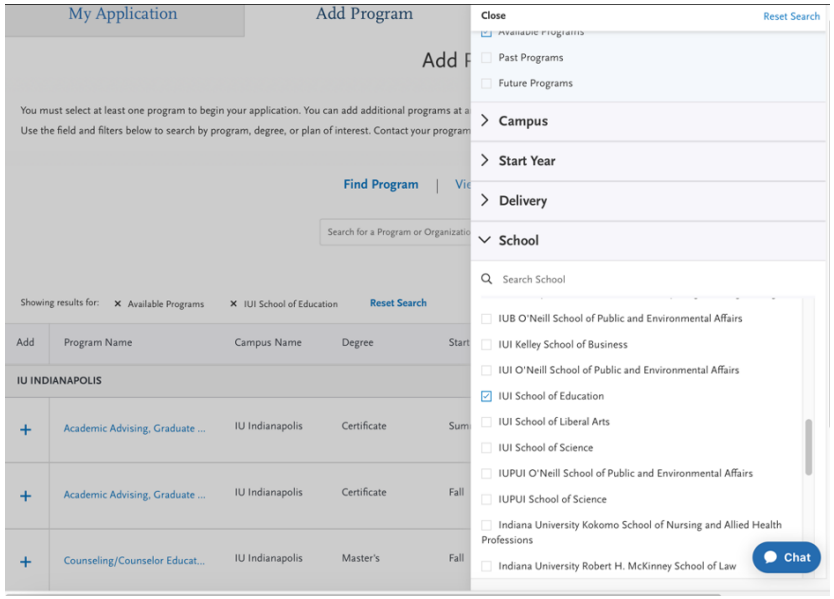
Step 2: Create a new account





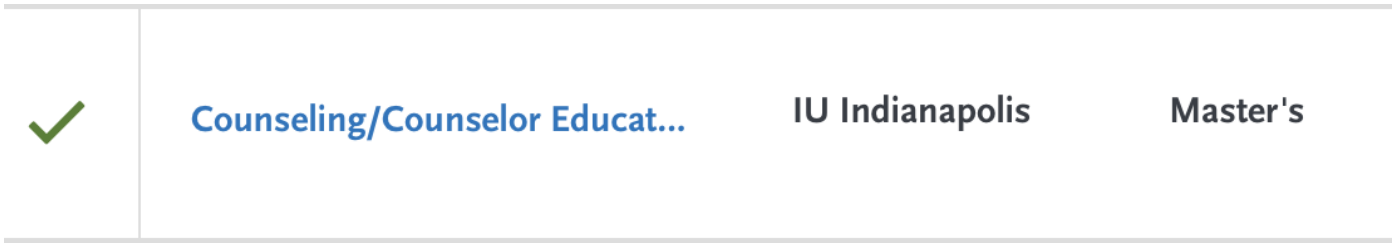
Step 3: Add a Program
Select “Filters” and check the following:

- **School:** IUI School of Education
- **Campus:** IU Indianapolis
- **Start Term:** Select your intended term



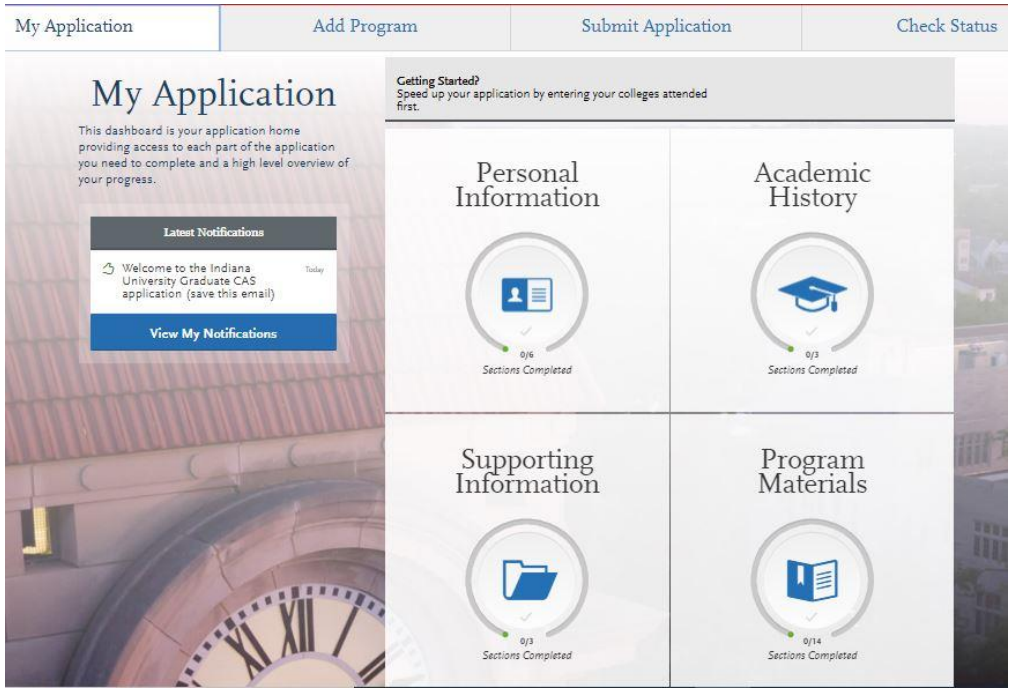
Step 4: Search and select **Counseling/Counselor Education MSED** by clicking the (+) button on the far left side. The (+) will turn to a green check mark when successfully selected.

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



Step 6: Begin your program application

Note: Quadrant 4 "Program Materials" is where you will upload your required application documents



Step 7: Program Materials

1. Select “Documents” tab
2. Submit your **personal goal statement** under the "Personal Statement" section.
3. Submit your **resume** under the "CV/Resume" section.

Personal statement

It should outline your academic background and explain your interest in becoming a School Counselor. It should introduce you, describe your educational and professional goals, and relate them to your educational, work and life experiences.

Please use the writing prompt below as a guide for your statement.

Writing prompt

The Counselor and Counselor Education program at the IU Indianapolis School of Education prepares school counselors to be transformational agents fostering equity and justice, and valuing diversity. Transformational school counselors challenge barriers to educational opportunity relating to poverty, gender, (dis)ability, race, ethnicity and home language, among others. In preparation for this work, our students engage in ongoing discussions and critical analyses of school organizations, the application of counseling theories and research, and the roles and responsibilities of counselors as change agents and advocates in responding to the diverse needs of students in all schools. This work demands the ability to reflect and respond in written and oral form.

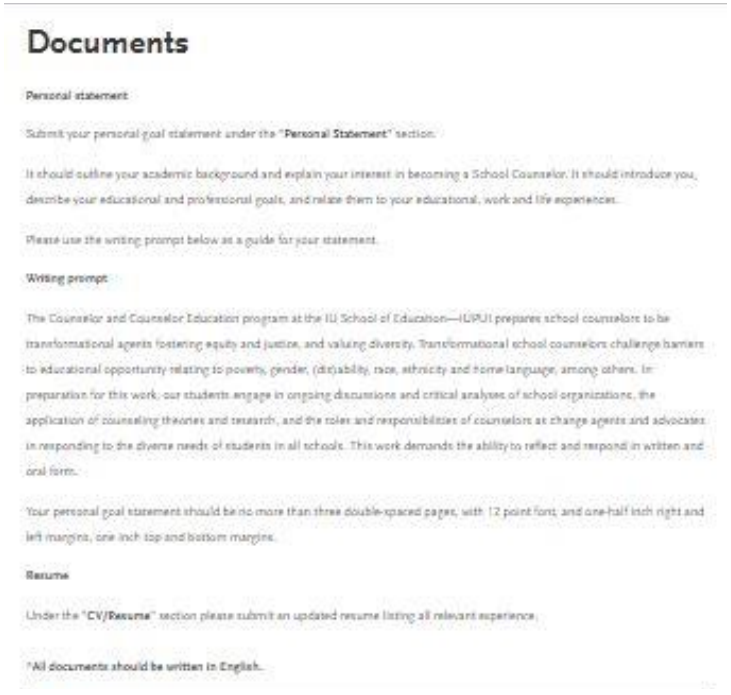
Your personal goal statement should be no more than three double-spaced pages, with 12 point font, and one-half inch right and left margins, one inch top and bottom margins.

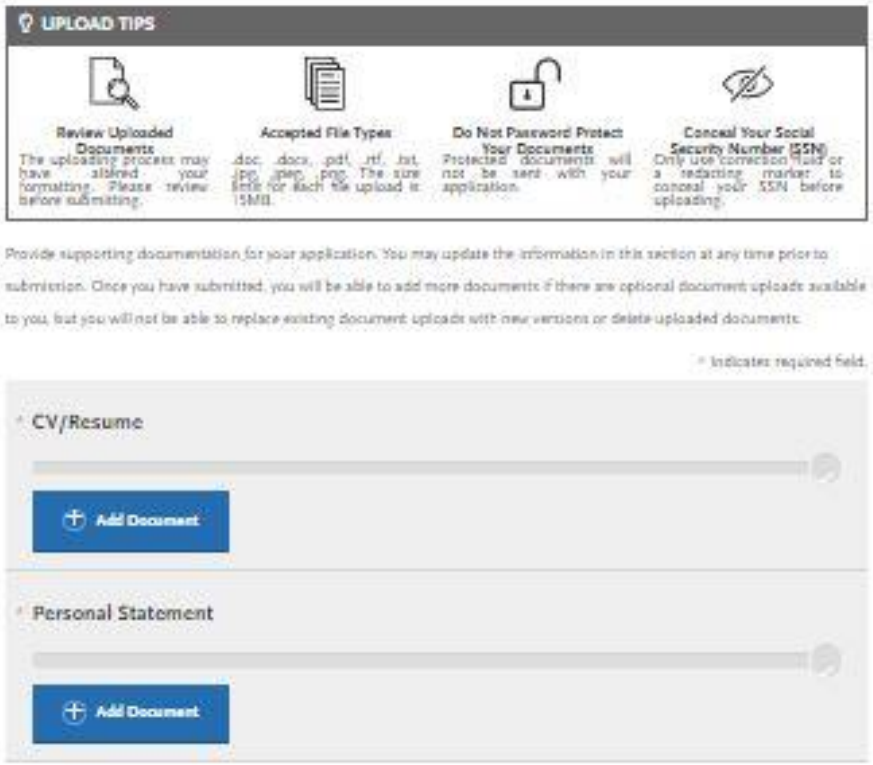
Note: If your cumulative GPA is below a 3.0, please describe/explain any extenuating circumstances that may have impacted your academic career. Please include this information with your personal statement.

Resume

Please submit an updated resume listing all relevant experience.

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



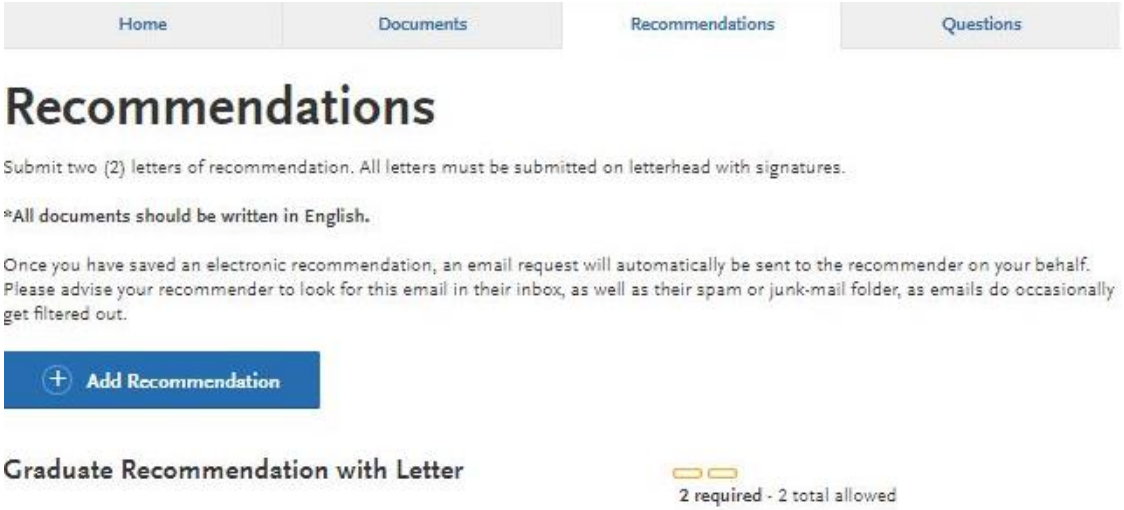


Step 8: Recommendations

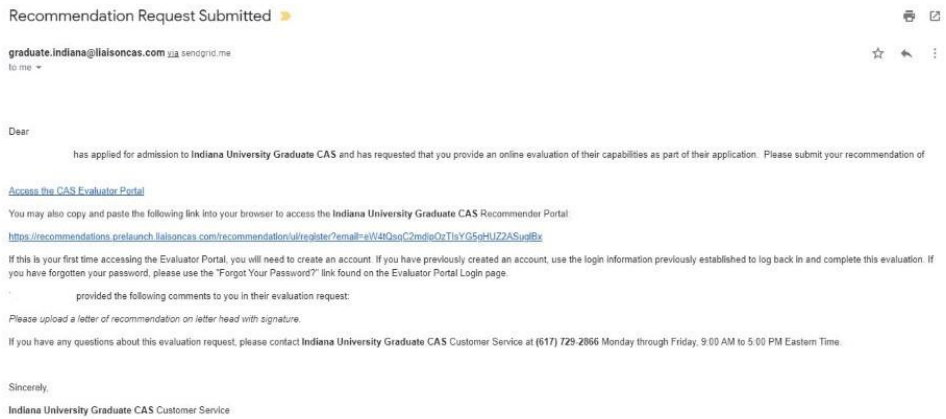
1. Select “Recommendations” tab

Submit **two (2) professional letters of recommendation.** The letters of recommendation should speak to your character, skillset, and experiences. **All letters must be submitted on letterhead with signatures by the recommender.**

***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. Below is an example email of what your recommender will receive. See below.


Recommendation Request Submitted

graduate.indiana@liaisoncas.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.liaisoncas.com/recommendation/ui/register?email=eW4tQsoC2mdjeOzTlsYG5gHUZ2ASuglBx

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: Transcripts

Note: If your cumulative GPA is below a 3.0, please describe/explain any extenuating circumstances that may have impacted your academic career. Please include this information with your personal statement.

Please note: Unofficial copies of your transcripts should be saved on your computer prior to completing this step for access to upload

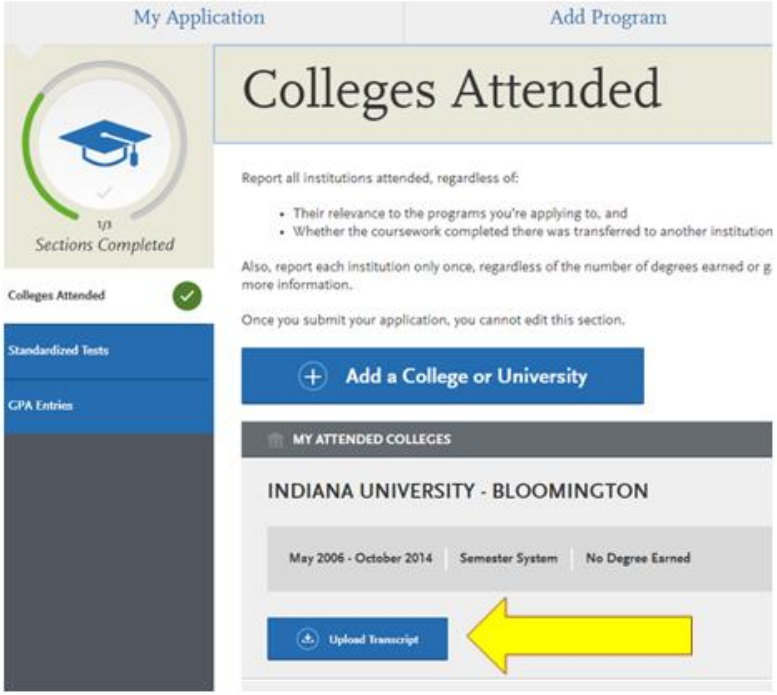
1. Return to the "Academic History" quadrant
2. Select "Colleges Attended" then under the "My Attended Colleges" section select "Upload Transcript"
3. Under the "Select the file to Upload," select "Choose File"
4. Please search through your files and click on your saved unofficial transcript to upload this document. Note: If you are uploading multiple transcripts and if the transcripts are saved on multiple files, you will need to complete step #9 for each of the transcripts.

"OK, Let's Add Your Transcript!

The accepted file formats are **MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), and Portable Document Format (.pdf). Do not password protect your files.** The size limit for the file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard"



Domestic & International Applicant Information

Domestic

If you are a U.S. Citizen, Permanent Resident, or refugee, and you completed your academic degree outside of the U.S., you must submit documentation of your academic history in U.S. equivalency (see below).

International

If you are not a U.S. Citizen, Permanent Resident, or refugee, you will be considered an international applicant. You must submit documentation of your academic history in U.S. equivalency (see below).

Academic History - U.S. Equivalency

If you received your degree outside of the U.S., your academic documents will need to be translated into U.S. equivalency. We can accept a **course-by-course ICAP** evaluation report from **World Education Services (WES)** https://www.wes.org/evaluations-and-fees/education/graduate-admissions/ . The course-by-course ICAP evaluation report must include the transcripts you submitted for the evaluation.

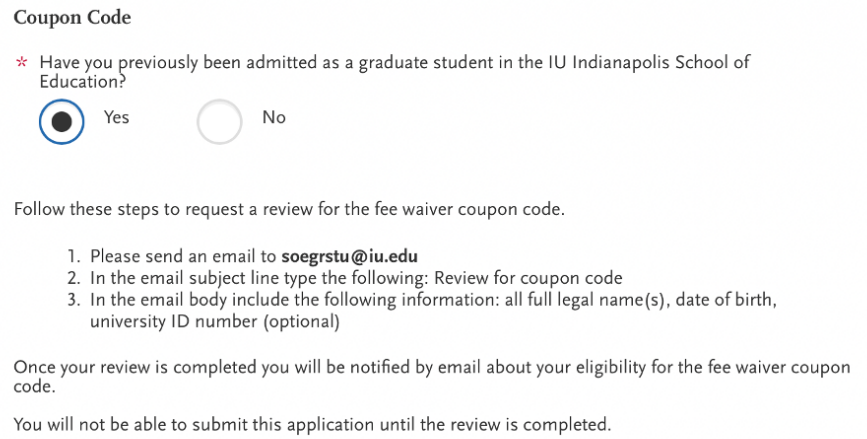
The WES evaluation report should be sent to you and uploaded as a transcript in the Academic History section of the online application.

Fee Waiver/Coupon Code Request

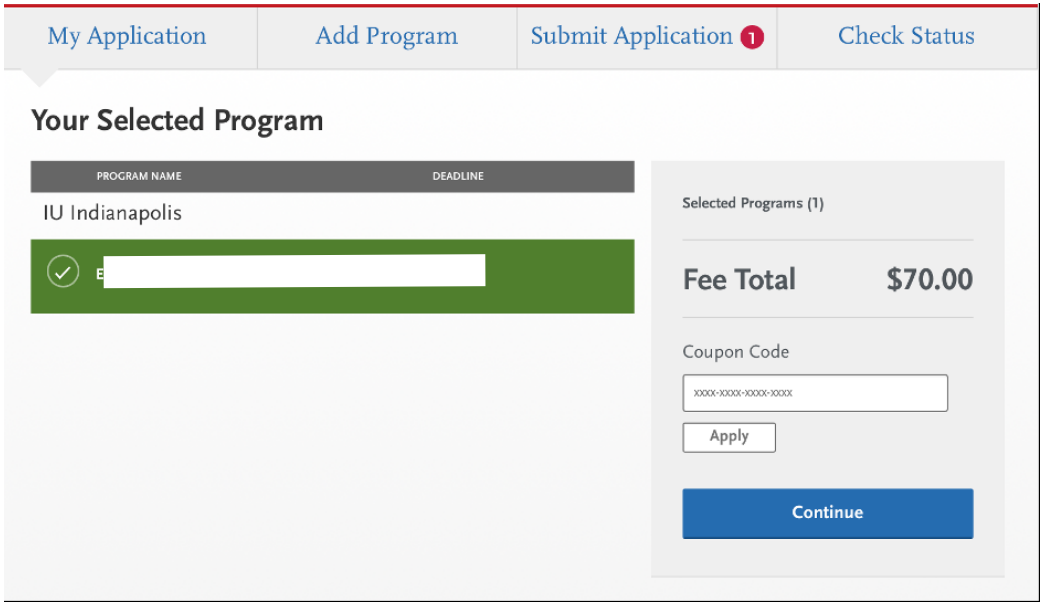
If you have previously been admitted as an IU Indianapolis School of Education graduate student, you may be eligible for an application fee waiver. Applicants who are eligible for a fee waiver, will receive a coupon code. Please follow these steps to be reviewed for a coupon code:

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!