

## 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](mailto: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"

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!

Select a Term to Apply for ▼

ⓘ Choose a semester

**Apply Now**

## Step 2: Create a new account

 INDIANA UNIVERSITY

# Welcome to Indiana University Graduate CAS

Thank you for your interest in pursuing graduate or professional studies at Indiana University, or affiliated Purdue University studies offered at IUPUI. We look forward to working with you to make your academic and professional aspirations possible. With these login credentials, you can apply to any graduate or professional program within our system.


As you prepare to apply, we encourage you to visit the website of your program of interest and review the requirements and deadlines. If you have previously applied to one of our campuses using this application system, use the same login and email address to avoid duplicate records. Creating multiple profiles can lead to delays in processing your application.

Sign in with your username and password below. First time here? Select Create an Account to get started.

**Sign In**

Create an Account

[Forgot your username or password?](#)

 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

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### Contact Information

\* Email Address  Home

\* Confirm Email Address

\* Preferred Phone Number  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

The screenshot shows the 'Add Program' page with a search filter overlay. The filter is set to 'Available Programs', 'Past Programs', and 'Future Programs'. Under 'Campus', 'Start Year', and 'Delivery' are expanded. Under 'School', 'IUI School of Education' is selected. The table below shows results for IU Indianapolis.

Add	Program Name	Campus Name	Degree	Start
<b>IU INDIANAPOLIS</b>				
+	Academic Advising, Graduate ...	IU Indianapolis	Certificate	Sum
+	Academic Advising, Graduate ...	IU Indianapolis	Certificate	Fall
+	Counseling/Counselor Educat...	IU Indianapolis	Master's	Fall

**Step 4:** Search and select **Education Non-Degree Graduate** by clicking the (+) button on the far left side.

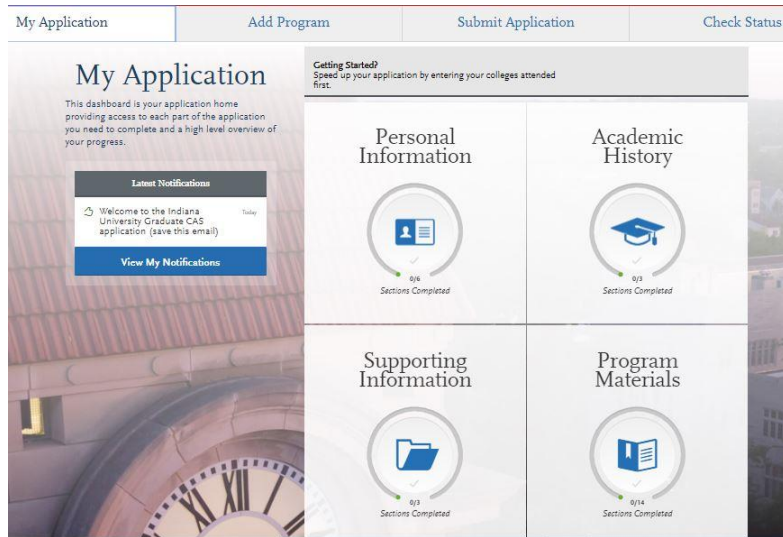
The (+) will turn to a green check mark when successfully selected.

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

A summary bar with a green checkmark on the left and the following text: **Education Non-Degree Gradu...**, **IU Indianapolis**, and **Non-Degree**.

## 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.

**Education Nondegree Graduate Applicants**, please upload a statement of your academic goals.

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

The screenshot shows the 'Documents' page with navigation tabs for 'Home', 'Questions', and 'Documents'. The page title is 'Documents' and it includes instructions for 'Education Nondegree Graduate Applicants' and 'LMHC Applicants Only'. A 'Writing prompt' is provided for LMHC applicants. At the bottom, there is an 'UPLOAD TIPS' section with four icons and their corresponding instructions: 'Review Uploaded Documents', 'Accepted File Types', 'Do Not Password Protect Your Documents', and 'Conceal Your Social Security Number (SSN)'. A small asterisk indicates required fields.

### Required Documents

\* Indicates required field

#### \* Personal Statement

+ Add Document

### Optional Documents

#### Other

+ Add Document

\* Indicates required field

## Step 8: Questions

1. Education Non-Degree applicants have the option of applying to the LMHC program (if applicable). All Education Non-Degree applicants must submit the acknowledgment statement.

2. Answer the “Statement of Acknowledgment” question accordingly

I understand that the IU Indianapolis School of Education will not recommend me for the Licensed Mental Health Counselor (LMHC) license. I must meet all Behavioral Health and Human Services Licensing Board requirements to apply for the LMHC license.

I understand that the IU Indianapolis School of Education will not recommend me for the Licensed Mental Health Counselor (LMHC) license. I must meet all Behavioral Health and Human Services Licensing Board requirements to apply for the LMHC license. Please type in today's date acknowledging this statement.

MM/DD/YYYY

## Step 9: Transcripts

**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.

### 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.**

The screenshot displays the 'Colleges Attended' section of an online application. On the left, there is a sidebar with 'My Application' and 'Add Program' tabs. Below these, a progress indicator shows 'Sections Completed' as 1/3. The main content area is titled 'Colleges Attended' and includes instructions to report all institutions attended, regardless of their relevance or whether coursework was transferred. It also notes that once submitted, the section cannot be edited. A prominent blue button labeled '+ Add a College or University' is visible. Below this, a section titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON' with details for the period 'May 2006 - October 2014', 'Semester System', and 'No Degree Earned'. At the bottom of this section, a blue button labeled 'Upload Transcript' is highlighted with a large yellow arrow pointing to it from the right.

## **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](mailto: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](mailto: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

### Your Selected Program

PROGRAM NAME	DEADLINE
IU Indianapolis	
<input checked="" type="checkbox"/> E <input type="text"/>	

Selected Programs (1)

**Fee Total**     **\$70.00**

Coupon Code