#### **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: <a href="https://graduate.indianapolis.iu.edu/admissions/apply.html">https://graduate.indianapolis.iu.edu/admissions/apply.html</a>

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!



### Step 2: Create a new account



# Welcome to Indiana University Graduate CAS Thank you for your interest in pursuing graduate or professional studies at Indiana University or affiliated Purder University studies offered at IUPU. We look forward to working with you to make your academic and professional sprintions possible. With these login credentials, you can apply to any graduate or professional program within our system. As you prepare no paply, we encourage you to visit the weboate of your program of interest and review the requirements and deadlines. If you have proviously applied to one of our campuses to avoid displicate records. Creating multiple profiles can lead to delays in processing your application.





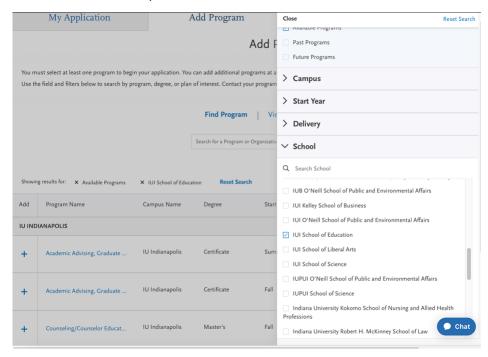
### Step 3: Add a Program

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 Elementary Education MSED - (Urban Education) 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



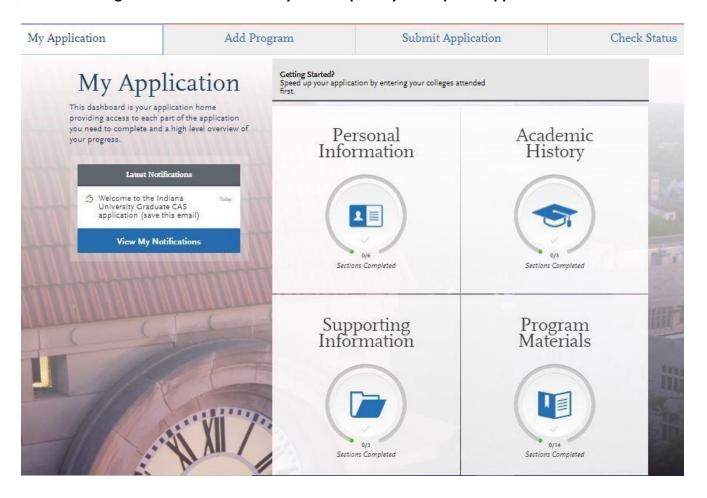
**Elementary Education MSED - (Urban...** 

**IU** Indianapolis

Master's

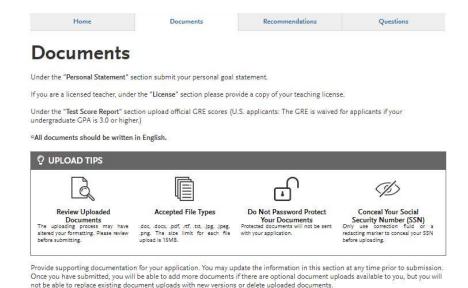
# **Step 6:** Begin your program application

# 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. 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.



Personal Statement

Add Document

License

Add Document

Test Score Report

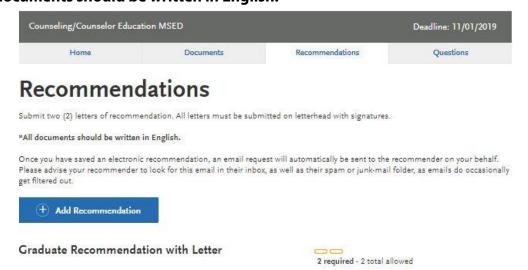
Add Document

\* Indicates required field.

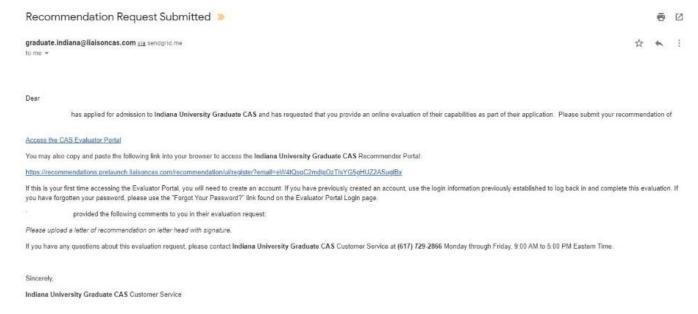
# Step 8: Recommendations

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.



#### 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

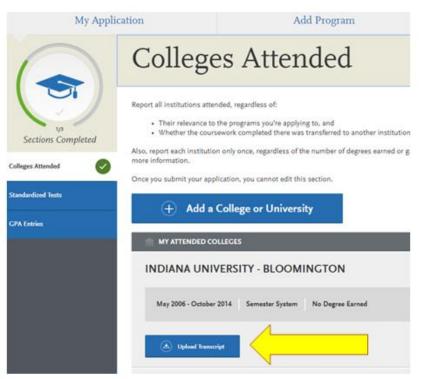
- 1. Return to the "Academic History" quadrant
- 2. Select "Colleges Attended" then under the "My Attended Colleges" section select "Upload Transcript"
- 3. Under the "Select the file to Upload," select "Choose File"
- 4. Please search through your files and click on your saved unofficial transcript 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.

#### "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).

### <u>International</u>

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.

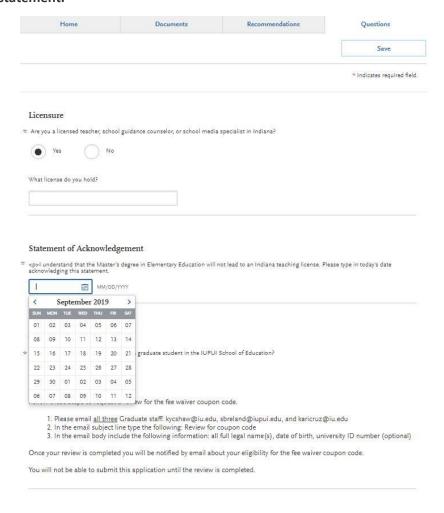
#### Step 10: Questions

1. Select "Questions" tab

Are you a licensed teacher, school guidance counselor, or school media specialist in Indiana?

# **Statement of Acknowledgement**

I understand that the Master's degree in Elementary Education will not lead to an Indiana teaching license. Please type in today's date acknowledging this statement.

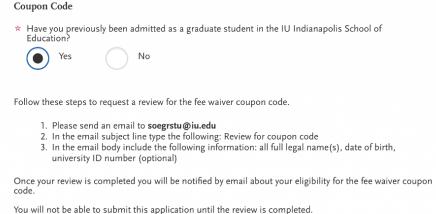


#### Fee Waiver/Coupon Code Request

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!

