

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!

Select a Term to Apply for ▼

ⓘ Choose a semester

Apply Now

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 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?](#)



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	▼
* Confirm Email Address	<input type="text"/>		
* Preferred Phone Number	<input type="text" value="(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

The screenshot shows the 'Add Program' interface. On the left, there's a 'My Application' tab and an 'Add Program' section with instructions: 'You must select at least one program to begin your application. You can add additional programs at a time. Use the field and filters below to search by program, degree, or plan of interest. Contact your program advisor for more information.' Below this are 'Find Program' and 'View Details' buttons, and a search box 'Search for a Program or Organization'. On the right, there's a 'Close' button and a 'Reset Search' button. A dropdown menu is open, showing filters: 'Available Programs', 'Past Programs', 'Future Programs', 'Campus', 'Start Year', 'Delivery', and 'School'. The 'School' filter is expanded, showing a search box and a list of schools with checkboxes. 'IUI School of Education' is checked. Below the filters is a table of results. The table has columns: 'Add', 'Program Name', 'Campus Name', 'Degree', and 'Start Term'. The results are for 'IU INDIANAPOLIS' and show three rows, each with a '+' button in the 'Add' column.

Add	Program Name	Campus Name	Degree	Start Term
+	Academic Advising, Graduate ...	IU Indianapolis	Certificate	Summer
+	Academic Advising, Graduate ...	IU Indianapolis	Certificate	Fall
+	Counseling/Counselor Educat...	IU Indianapolis	Master's	Fall

Step 4: Search and select **Teacher Cert Program - English as a New Language (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 - English as a N...

IU Indianapolis

Non-Degree

Step 6: Begin your program application

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

My Application	Add Program	Submit Application	Check Status
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My Application





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.

Latest Notifications

Welcome to the Indiana University Graduate CAS application (save this email) Today

View My Notifications

Getting Started?
Speed up your application by entering your colleges attended first.

<h3 data-bbox="657 558 835 618">Personal Information</h3>  <p data-bbox="688 789 804 821">0/6 Sections Completed</p>	<h3 data-bbox="1020 558 1167 618">Academic History</h3>  <p data-bbox="1035 789 1150 821">0/3 Sections Completed</p>
<h3 data-bbox="657 902 835 963">Supporting Information</h3>  <p data-bbox="688 1138 804 1170">0/3 Sections Completed</p>	<h3 data-bbox="1020 902 1167 963">Program Materials</h3>  <p data-bbox="1035 1138 1150 1170">0/14 Sections Completed</p>

Step 7: Program Materials

1. Select "Documents" tab
2. Submit your **personal goal statement** under the "Personal Statement" section.
3. Submit your **license** under the "License" section.
4. Submit your **school district cohort statement** under the "Other" section.

Personal Statement

Please upload a personal goals statement that addresses:

- Are you an Elementary or Secondary Education licensed teacher in Indiana? If so, what license do you hold?
- Are you applying for ENL or Literacy focus?
- What are your personal, academic, and career goals?
- How will this program help you meet your academic and career goals?
- What experiences have prepared you for this program?

License

If you are a licensed teacher, under the "License" section please provide a copy of your teaching license.

Other

Please upload a statement if you are applying to a cohort with a school district or organization for the Language Education (ENL) program. Please include the name of your school district or organization.

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

The screenshot shows the 'Documents' tab selected in a navigation menu. Below the menu, there are instructions for each section: 'Personal Statement', 'License', and 'Other'. A note states '*All documents should be written in English.' Below this is an 'UPLOAD TIPS' section with four icons and corresponding instructions: 'Review Uploaded Documents', 'Accepted File Types', 'Do Not Password Protect Your Documents', and 'Conceal Your Social Security Number (SSN)'. At the bottom, there is a note about updating information and a small asterisk indicating a required field.

The screenshot shows three document upload sections. Each section has a title, a horizontal progress bar, and a blue button with a plus sign and the text 'Add Document'. The sections are labeled 'License', 'Personal Statement', and 'Other'.

Step 8: Recommendations

1. Select "Recommendations" tab

Submit two (2) letters of recommendation. **All letters must be submitted on letterhead with signatures.**

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

The screenshot shows a navigation bar with four tabs: Home, Documents, Recommendations (which is selected and highlighted in blue), and Questions. Below the navigation bar is a large heading "Recommendations" followed by the instruction "Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures." Below this is a note: "*All documents should be written in English." A paragraph explains that once an electronic recommendation is saved, an email request will be sent to the recommender. A blue button with a plus sign and the text "Add Recommendation" is visible. At the bottom, there is a section titled "Graduate Recommendation with Letter" with a progress indicator showing two yellow bars and the text "2 required - 2 total allowed".

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.

The screenshot shows an email interface. The subject is "Recommendation Request Submitted" with a right-pointing arrow. The sender is "graduate.indiana@liaisoncas.com" via "sendgrid.me" to "me". The email body starts with "Dear" followed by a blank space. The main text says: "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" followed by a blank space. There is a link: "[Access the CAS Evaluator Portal](#)". Below that, it says: "You may also copy and paste the following link into your browser to access the Indiana University Graduate CAS Recommender Portal:" followed by a long URL: "[https://recommendations.prelaunch.liaisoncas.com/recommendation/ui/register?email=eW4tQsqC2mdjpOzTisYG5qHUZ2ASuqjBx](\"https://recommendations.prelaunch.liaisoncas.com/recommendation/ui/register?email=eW4tQsqC2mdjpOzTisYG5qHUZ2ASuqjBx\")". It then says: "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." Below that, it says: " provided the following comments to you in their evaluation request:" followed by a blank space. Then: "Please upload a letter of recommendation on letter head with signature." At the bottom, it says: "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." The email ends with "Sincerely," and "Indiana University Graduate CAS Customer Service".

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"

The screenshot shows the 'Colleges Attended' section of an online application. At the top, there are two tabs: 'My Application' and 'Add Program'. Below the tabs, the title 'Colleges Attended' is displayed. A progress indicator shows 'Sections Completed' as 1/3. A green checkmark indicates that 'Colleges Attended' is complete. Below this, there are instructions to report all institutions attended, regardless of their relevance or whether the coursework was transferred. A blue button labeled '+ Add a College or University' is visible. Below that, a section titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON' with details for the semester (May 2006 - October 2014, Semester System) and degree status (No Degree Earned). A blue button labeled '+ Upload Transcript' is located at the bottom of the college entry, with a yellow arrow pointing to it.

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.

Step 10: Questions

1. Select “Questions” tab
2. If you select “Yes” to being a licensed teacher, school guidance counselor, or school media specialist in Indiana, please specify which license you hold.
3. If you select “No” to being a licensed teacher, school guidance counselor, or school media specialist in Indiana, please enter today’s date as statement acknowledgement.

Statement of Acknowledgement

I understand that the Teacher Cert Program in ENL will not lead to an Indiana teaching license. Please type in today's date acknowledging this statement.

Home	Documents	Recommendations	Questions
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* Indicates required field.

Licensure

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

Yes No

I understand that the Teacher Cert Program in ENL will not lead to an Indiana teaching license. Please type in today's date acknowledging this statement.

MM/DD/YYYY

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

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