

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"

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 ▼

① 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

* First or Given Name

Middle Name

* Last or Family Name

Suffix

Display Name

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' interface. On the right, a filter sidebar is open with the 'School' filter expanded, showing a list of schools. 'IUI School of Education' is selected with a blue checkmark. Below the filter sidebar, a table displays search results for 'Available Programs' at 'IUI School of Education'. The table has columns for 'Add', 'Program Name', 'Campus Name', 'Degree', and 'Start Term'. Three programs are listed under the 'IU INDIANAPOLIS' campus:

| Add | Program Name | Campus Name | Degree | Start Term |
|-----|---------------------------------|-----------------|-------------|------------|
| + | 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 **Language Education MSED (ENL or Literacy)** 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



Language Education MSED (ENL or Li...

IU Indianapolis

Master's

Step 6: Begin your program application

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

The screenshot displays a web dashboard for a graduate application. At the top, there is a navigation bar with four tabs: "My Application", "Add Program", "Submit Application", and "Check Status". The main content area is titled "My Application" and includes a brief introductory text. A "Latest Notifications" box on the left contains a welcome message from the Indiana University Graduate CAS and a "View My Notifications" button. The dashboard is divided into four quadrants, each with a title, an icon, and a progress indicator:

- Personal Information:** 0/6 Sections Completed (Icon: ID card)
- Academic History:** 0/3 Sections Completed (Icon: Graduation cap)
- Supporting Information:** 0/3 Sections Completed (Icon: Folder)
- Program Materials:** 0/14 Sections Completed (Icon: Open book)

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.
5. Submit your **official test scores** under the "Test Score Report" section.

Personal Statement

Please upload a personal goal 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.

Test Score Report

Please 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.**

The screenshot shows the 'Documents' section of the application portal. At the top, there are navigation tabs: Home, Documents (selected), Recommendations, and Questions. Below the tabs, the heading 'Documents' is displayed. The main content area contains instructions for each section: 'Personal Statement', 'License', 'Other', and 'Test Score Report'. A list of bullet points under 'Personal Statement' asks about teaching licenses, ENL/Literacy focus, and personal/academic/career goals. Below the instructions, there is an 'UPLOAD TIPS' section with four icons and corresponding text: 'Review Uploaded Documents', 'Accepted File Types', 'Do Not Password Protect Your Documents', and 'Conceal Your Social Security Number (SSN)'. At the bottom, a note states: 'Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.'

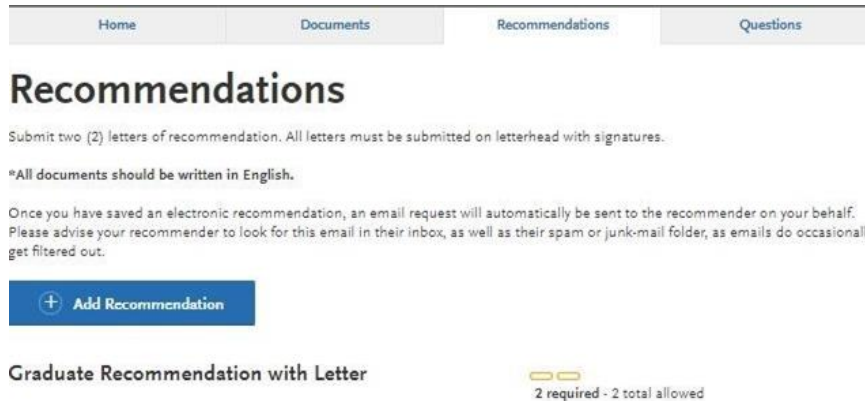
The screenshot shows the 'Personal Statement' section of the application portal. It features a heading 'Personal Statement' with a dropdown arrow and a blue '+ Add Document' button. Below this, the 'License' section is visible, also with a dropdown arrow and a blue '+ Add Document' button. The 'Other' section is partially visible, showing a dropdown arrow and a blue '+ Add Document' button. The 'Test Score Report' section is also partially visible, showing a dropdown arrow and a blue '+ Add Document' button.

Step 8: Recommendations

1. Select "Recommendations" tab

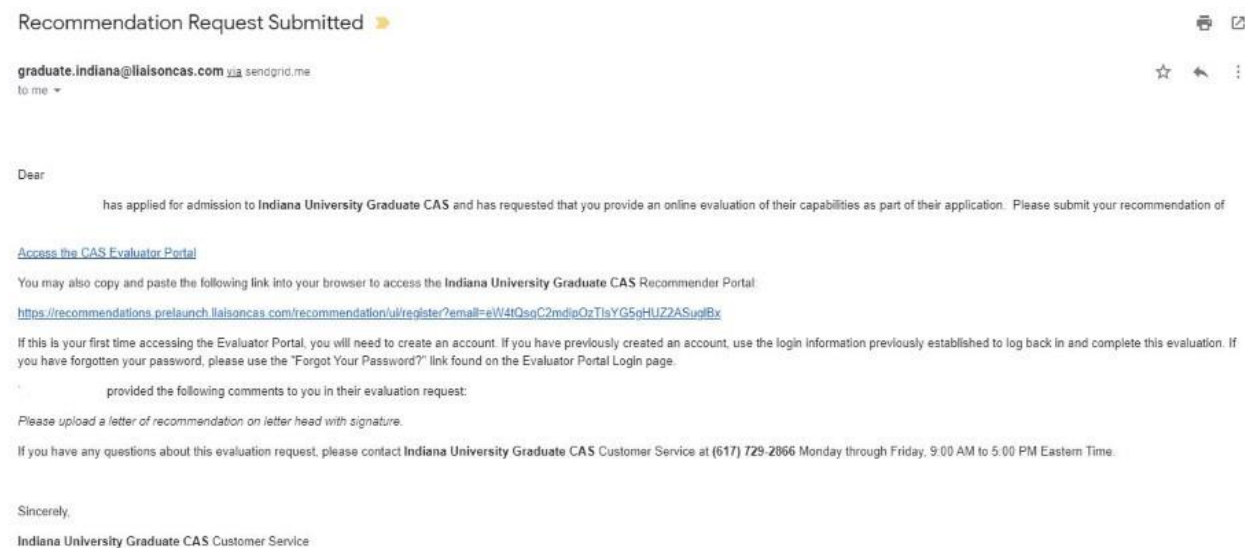
Submit **two (2) professional letters of recommendation**. The letters of recommendation should speak to your character, skillset, and experiences. **All letters must be submitted on letterhead with signatures by the recommender.**

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



The screenshot shows a navigation bar with four tabs: Home, Documents, Recommendations (which is highlighted), and Questions. Below the navigation bar is a large heading "Recommendations". Underneath the heading is a sub-heading "Graduate Recommendation with Letter" and a progress indicator showing two yellow bars and the text "2 required - 2 total allowed". The main content area contains the following text: "Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures." followed by "*All documents should be written in English." and "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." At the bottom of the main content area is a blue button with a plus sign and the text "Add Recommendation".

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 titled "Recommendation Request Submitted" from graduate.indiana@liaisoncas.com via sendgrid.me. The email content is as follows: "Dear [Name], [Name] 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 [Name] by [Date]. [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/ul/register?email=eW4tQsnC2mdjqOzTisYG5qHUZZASuqIBx> 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. [Name] provided the following comments to you in their evaluation request: [Comments] 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

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.

Step 10: Questions

1. Select “Questions” tab
2. Select which master’s program you are applying for.
3. If you select “Yes” to being a licensed teacher, school guidance counselor, or school media specialist in Indiana; specify which license you hold.

| | | | |
|------|-----------|-----------------|-----------|
| Home | Documents | Recommendations | Questions |
|------|-----------|-----------------|-----------|

* Indicates required field.

Licensure

* Are you applying to the ENL or Literacy Language Education Program?

ENL Language Education Literacy Language Education

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

Yes No

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 | |

Selected Programs (1)

Fee Total **\$70.00**

Coupon Code

Apply

Continue