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

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 **License Renewal** 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 **license** under the "License" section.

Personal Statement

Please upload a personal goals statement that includes information about what license(s) you are applying to renew.

License

Please provide a copy of your Indiana Department of Education license or emergency permit.

*All documents should be written in English.

Step 8: Questions

1. Select "Questions" tab
2. Select if you are a licensed school teacher, school guidance counselor or administrator in Indiana.
   a. If you select "Yes" to being a licensed teacher, school guidance counselor, or administrator in Indiana, please specify which license you hold.
   b. If you select "No" please answer if you have an Emergency Permit from the Indiana Department of Education.
3. Submit today's date under the "Statement of Acknowledgement" section

Statement of Acknowledgement

I understand that I must complete all IU Indianapolis School of Education and Indiana Department of Education license renewal requirements, to be recommended for my license renewal. Please type in today's date acknowledging this statement.

Home	Questions	Documents

Save

Statement of Acknowledgement

* I understand that I must complete all IU Indianapolis School of Education and Indiana Department of Education license renewal requirements, to be recommended for my license renewal. Please type in today's date acknowledging this statement.

[📅] MM/DD/YYYY

Coupon Code

* Have you previously been admitted as a graduate student in the IU Indianapolis School of Education?

○ Yes   ○ No

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.

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 ❶	Check Status

Your Selected Program

PROGRAM NAME	DEADLINE
IU Indianapolis	
✓	

Selected Programs (1)

Fee Total   **$70.00**

Coupon Code

[XXXX-XXXX-XXXX-XXXX]

[Apply]

[**Continue**]