

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

 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 IUPLI. 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

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 left, there's a search bar and a table of results. The table has columns for 'Add', 'Program Name', 'Campus Name', 'Degree', and 'Start Term'. Three rows are visible, all for 'IU INDIANAPOLIS'. The first row is for 'Academic Advising, Graduate ...' with a '+' button. The second row is for 'Academic Advising, Graduate ...' with a '+' button. The third row is for 'Counseling/Counselor Educat...' with a '+' button. On the right, there's a 'Filters' panel with sections for 'Campus', 'Start Year', 'Delivery', and 'School'. The 'School' section is expanded, showing a search bar and a list of schools. 'IUI School of Education' is selected with a checked checkbox. A 'Chat' button is at the bottom right of the filters panel.

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



License Renewal

IU Indianapolis

Non-Degree

Step 6: Begin your program application

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

The screenshot displays the 'My Application' dashboard with a navigation bar at the top containing 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The main content area is titled 'My Application' and includes a welcome message and a 'Latest Notifications' box. A 'Getting Started?' tip is also present. The dashboard is divided into four quadrants, each with a progress indicator:

Section	Progress (Sections Completed)
Personal Information	0/6
Academic History	0/3
Supporting Information	0/3
Program Materials	0/14

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.**



Documents

Under the "Personal Statement" section please submit your personal goal statement. Include information about the license(s) you are applying to renew.

Under the "License" section please provide a copy of your Indiana Department of Education license or emergency permit.

*All documents should be written in English.

UPLOAD TIPS

<p>Review Uploaded Documents The uploading process may have altered your formatting. Please review before submitting.</p>	<p>Accepted File Types doc, docx, pdf, xls, xls, jpg, jpeg, png. The size limit for each file upload is 15MB.</p>	<p>Do Not Password Protect Your Documents Protected documents will not be sent with your application.</p>	<p>Conceal Your Social Security Number (SSN) Only use correction fluid or a redacting marker to conceal your SSN before uploading.</p>
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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.

* Indicates required field.

Personal Statement

Progress bar with checkmark

+ Add Document

License

Progress bar with checkmark

+ Add Document

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
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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”

The screenshot displays the 'Colleges Attended' section of an online application. At the top, there are two tabs: 'My Application' and 'Add Program'. Below the tabs, the main heading is 'Colleges Attended'. To the left, there is a circular progress indicator showing '1/3 Sections Completed' and a green checkmark next to 'Colleges Attended'. Below this, there are three menu items: 'Standardized Tests', 'CPA Entries', and 'Colleges Attended'. The main content area contains instructions: 'Report all institutions attended, regardless of: • Their relevance to the programs you're applying to, and • Whether the coursework completed there was transferred to another institution. Also, report each institution only once, regardless of the number of degrees earned or more information. Once you submit your application, you cannot edit this section.' There is a blue button with a plus sign and the text 'Add a College or University'. Below this is a table titled 'MY ATTENDED COLLEGES' with one entry: 'INDIANA UNIVERSITY - BLOOMINGTON'. The entry shows the dates 'May 2006 - October 2014', the system 'Semester System', and 'No Degree Earned'. At the bottom of the table, there is a blue button with a document icon and the text 'Upload Transcript'. A large yellow arrow points to this button.

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 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