

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

Contact Information

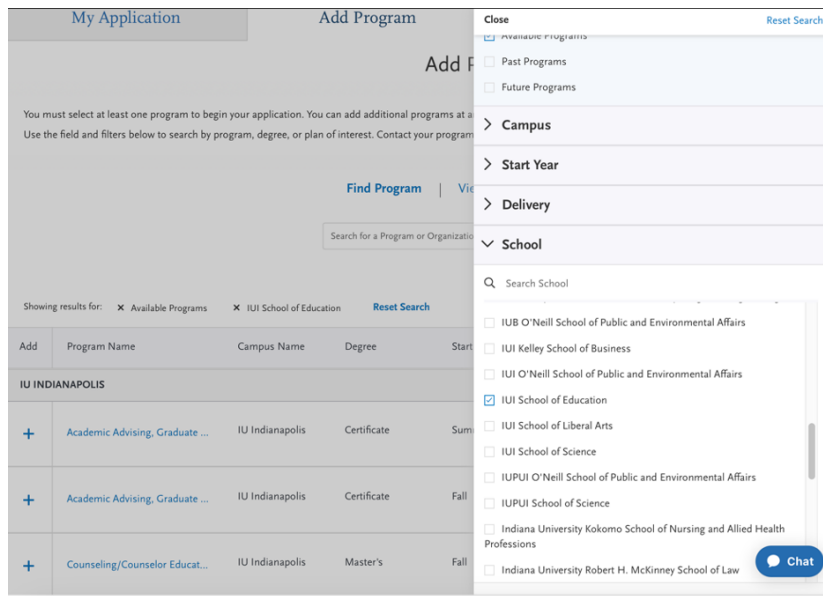
Home

(201) 555-5555 Mobile

Step 3: Add a Program

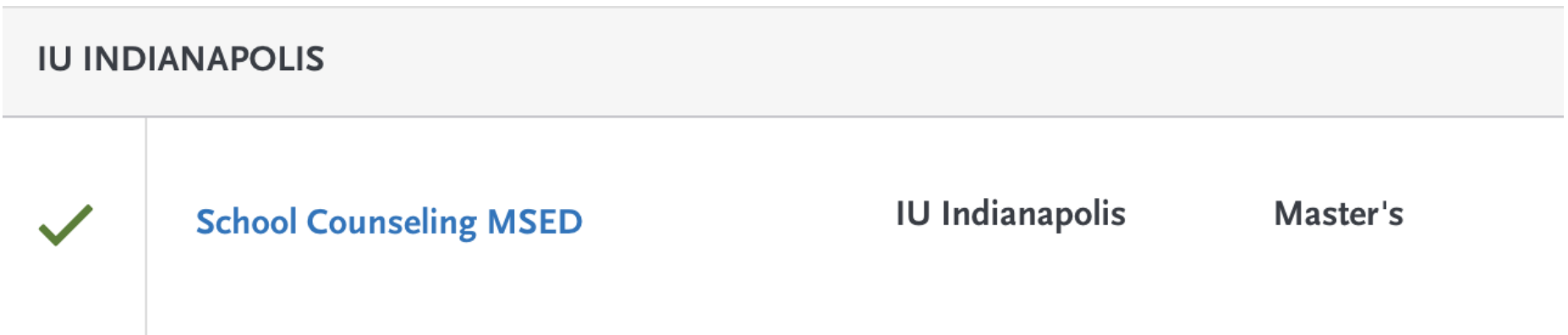
Select “Filters” and check the following:

- **School:** IUI School of Education
- **Campus:** IU Indianapolis
- **Start Term:** Select your intended term



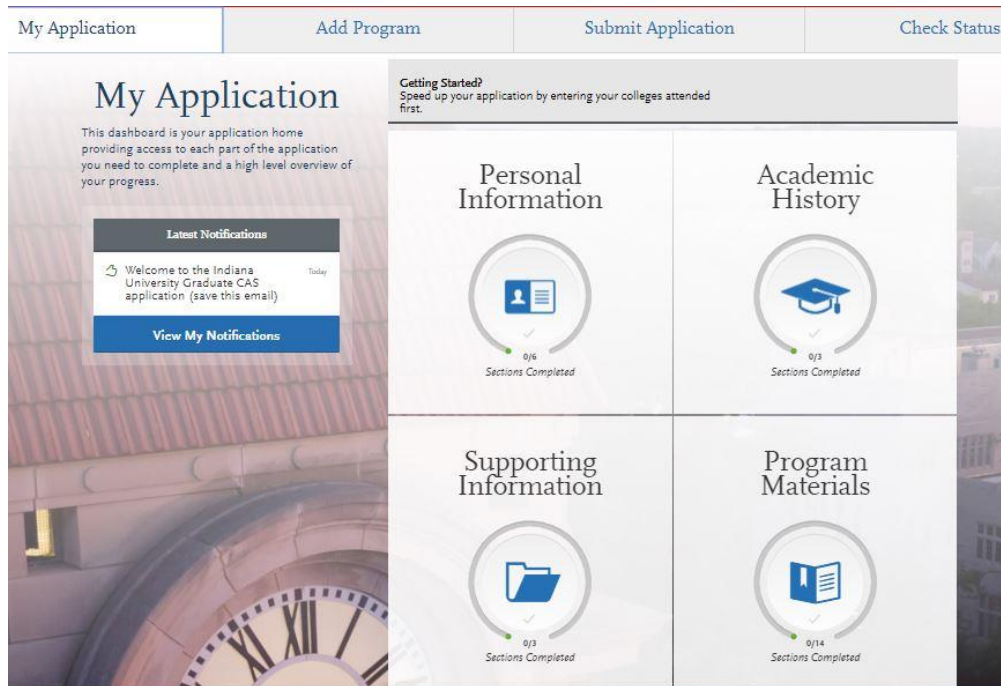
Step 4: Search and select **School Counseling MSED** by clicking the (+) button on the far left side. The (+) will turn to a green check mark when successfully selected.

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 **resume** under the "CV/Resume" section.

Personal statement

It should outline your academic background and explain your interest in becoming a School Counselor. It should introduce you, describe your educational and professional goals, and relate them to your educational, work and life experiences.

Please use the writing prompt below as a guide for your statement.

Writing prompt

The School Counseling program at the IU Indianapolis School of Education prepares school counselors to be transformational agents fostering equity and justice, and valuing diversity. Transformational school counselors challenge barriers to educational opportunity relating to poverty, gender, (dis)ability, race, ethnicity and home language, among others. In preparation for this work, our students engage in ongoing discussions and critical analyses of school organizations, the application of counseling theories and research, and the roles and responsibilities of counselors as change agents and advocates in responding to the diverse needs of students in all schools. This work demands the ability to reflect and respond in written and oral form.

Your personal goal statement should be no more than three double-spaced pages, with 12 point font, and one-half inch right and left margins, one inch top and bottom margins.

Note: If your cumulative GPA is below a 3.0, please describe/explain any extenuating circumstances that may have impacted your academic career. Please include this information with your personal statement.

Resume

Please submit an updated resume listing all relevant experience.

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

Documents

Personal statement

Submit your personal goal statement under the "Personal Statement" section.

It should outline your academic background and explain your interest in becoming a School Counselor. It should introduce you, describe your educational and professional goals, and relate them to your educational, work and life experiences.

Please use the writing prompt below as a guide for your statement.

Writing prompt

The Counselor and Counselor Education program at the IU School of Education—IUPEI prepares school counselors to be transformational agents fostering equity and justice, and valuing diversity. Transformational school counselors challenge barriers to educational opportunity relating to poverty, gender, (dis)ability, race, ethnicity and home language, among others. In preparation for this work, our students engage in ongoing discussions and critical analyses of school organizations, the application of counseling theories and research, and the roles and responsibilities of counselors as change agents and advocates in responding to the diverse needs of students in all schools. This work demands the ability to reflect and respond in written and oral form.





Your personal goal statement should be no more than three double-spaced pages, with 12 point font, and one-half inch right and left margins, one inch top and bottom margins.

Resume

Under the "CV/Resume" section please submit an updated resume listing all relevant experience.

*All documents should be written in English.

UPLOAD TIPS

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

CV/Resume

[+ Add Document](#)

Personal Statement

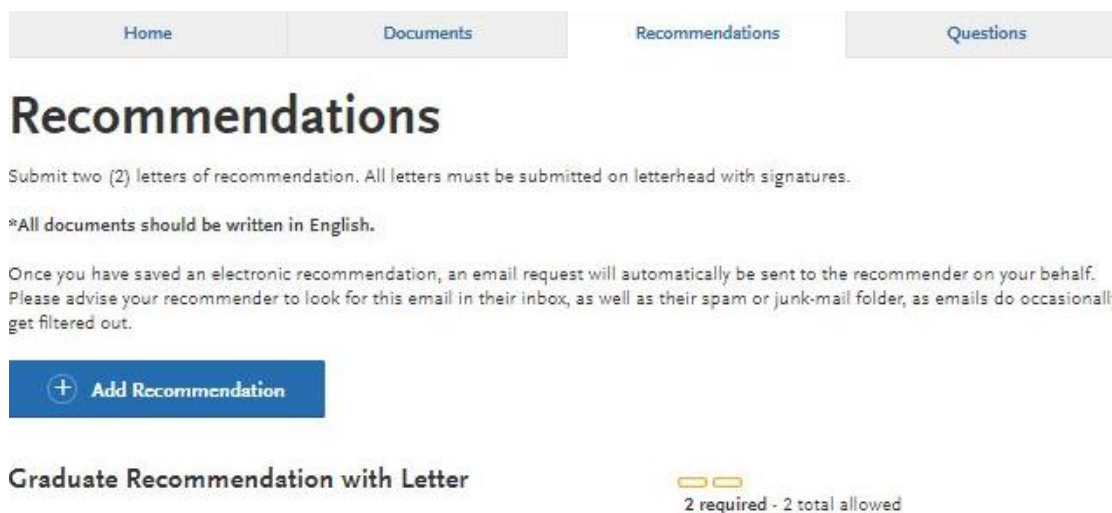
[+ Add Document](#)

Step 8: Recommendations

1. Select “Recommendations” tab

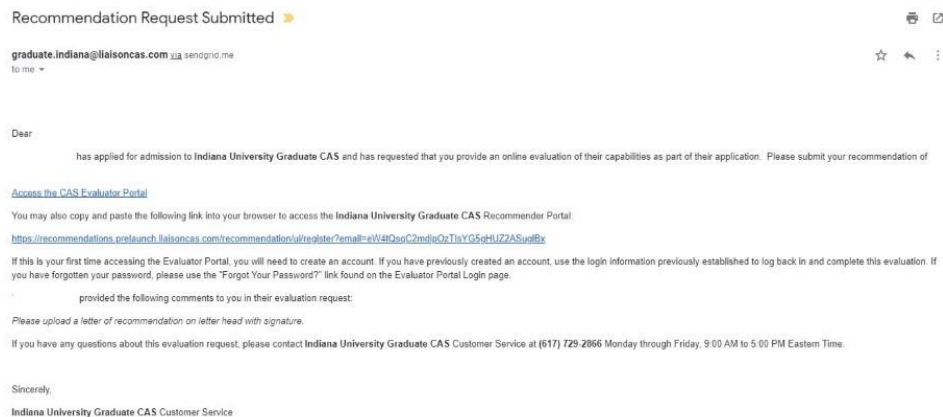
Submit **two (2) professional letters of recommendation**. The letters of recommendation should speak to your character, skillset, and experiences. **All letters must be submitted on letterhead with signatures by the recommender.**

***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, there is a sub-heading "Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures." followed by the note "*All documents should be written in English." A paragraph explains that an email request will be sent to the recommender and advises checking the inbox, spam, or junk-mail folder. A prominent blue button with a plus sign and the text "Add Recommendation" is visible. Below this, the text "Graduate Recommendation with Letter" is shown next to a progress indicator consisting of two yellow bars, with the text "2 required - 2 total allowed" below it.

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 from graduate.indiana@ihsasoncas.com. The subject is "Recommendation Request Submitted". The email body starts with "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] to the Graduate CAS Recommender Portal." It includes a link to "Access the CAS Evaluator Portal" and another link for registration: <https://recommendations.srelaunch.liaisoncas.com/recommendationui/register?email=eVW4QsoC2mJicQzThYG5pHUZZASu9R>. It also provides instructions for first-time users and those who have forgotten their password. The email concludes with "Sincerely, Indiana University Graduate CAS Customer Service".

Step 9: Transcripts

Note: If your cumulative GPA is below a 3.0, please describe/explain any extenuating circumstances that may have impacted your academic career. Please include this information with your personal statement.

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.

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 title 'Colleges Attended' is prominently displayed. To the left, a circular progress indicator shows '1/3 Sections Completed'. Below this, there are three menu items: 'Colleges Attended' (with a green checkmark), 'Standardized Tests', and 'CPA Entries'. 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.' A blue button with a plus sign and the text 'Add a College or University' is visible. Below this, a section titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON'. Underneath the college name, it shows 'May 2006 - October 2014', 'Semester System', and 'No Degree Earned'. At the bottom of this entry, there is a blue button labeled 'Upload Transcript', which is highlighted by a large yellow arrow pointing to it from the right.

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