

School of Education Secondary-Master's Aspiring Teacher Alternative Certification and District-Based Alternative Certification program (ATAC/DBAC) online application instructions.

**Secondary-Master's ATAC/DBAC Contact Information**

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**If you experience any difficulties with the online application, please contact Ky Shaw.**

**Liaison Student Contact Information:**

Phone # (617) 729-2866

[graduate.indiana@liaisoncas.com](mailto: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"

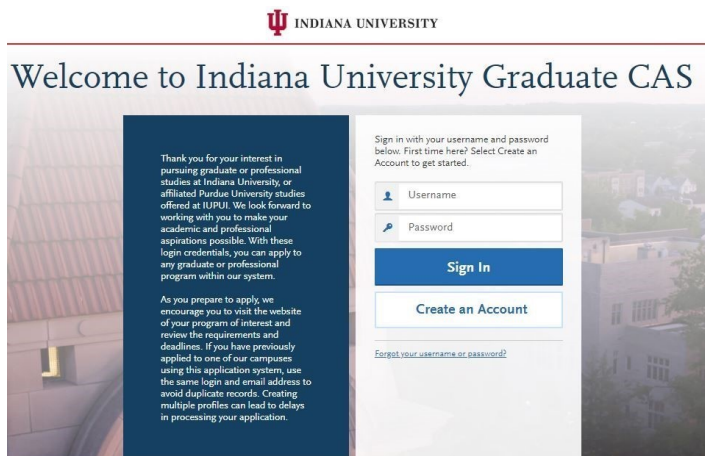
Select a semester that you wish to apply for, then click "Apply Now". You will be directed to the correct IU Graduate CAS cycle portal. If you have applied in a previous CAS cycle you can utilize the "[Reapplication](#)" feature to save time!

Select a Term to Apply for ▼

⊙ Choose a semester

**Apply Now**

**Step 2: Create a new account**



## 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  (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 Summer

The screenshot shows the 'Add Program' page with a search filter for 'School' expanded. The 'IUI School of Education' is selected. Below the filter, a table lists available programs with columns for 'Add', 'Program Name', 'Campus Name', 'Degree', and 'Start Term'.

| Add                    | Program Name                    | Campus Name     | Degree      | Start |
|------------------------|---------------------------------|-----------------|-------------|-------|
| <b>IU INDIANAPOLIS</b> |                                 |                 |             |       |
| +                      | 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 **Secondary Education MSED-Transition to Teaching (ATAC/DBAC)**, by clicking the (+) button on the 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



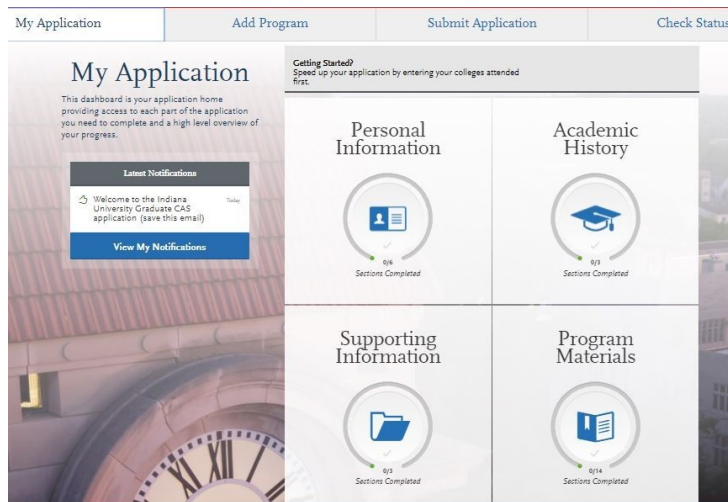
Secondary Education MSED - Transition to Teaching (...)

Master's

Summer

## Step 6: Begin your program application

**Note: Quadrant 4 "Program Materials" is where you will upload your application documents, except for your transcripts and letter of recommendation. Please follow the instructions below to upload these documents.**



## Step 7: Program Materials

The following application documents are required and will be uploaded under the "Documents Tab"

### 1. CV/Resume

The cv/resume should list your educational and professional experiences. Select the "**CV/Resume**" tab to upload your cv/resume.

### 2. 1-page Essay

This is required for students whose cumulative GPA is below a 2.5. Your essay should explain any extenuating circumstances that may have impacted your undergraduate academic career. Select the "**Other**" tab to upload your essay.

### 3. 1-2 page Personal Statement

Your statement should address your interest in becoming a teacher and being admitted to our program. Please also address your commitment to learning about issues of cultural diversity. Select the "**Personal Statement**" tab to upload your statement.

### 4. 1 Letter of Recommendation

Your letter of recommendation must be professional, on letterhead and signed. Select a recommender who can attest to and describe your character, skillset, experiences, and abilities. Navigate to the Recommendation Tab within this application for further instructions.

**Note: Submission of a completed criminal background check is required prior to program admission.**

If you have a current background check, please include this document with your application.

Select the "**Other**" tab to upload your background check

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



## Documents

Under the "Personal Statement" section submit your personal goal statement.

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

Under the "Test Score Report" section 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.

### UPLOAD TIPS

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

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

+ Add Document

License

+ Add Document

Test Score Report

+ Add Document

## **Step 8:** Transcripts

**The transcripts will be uploaded in the “Academic History” section of the online application.**

If you do not have a copy of your transcripts, please request a copy from your institution and have it sent to you. Once you receive the transcripts, please save this document as your personal file and upload it in the “Academic History” section of the online application.

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 this step 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 9:** Recommendations

Select “Recommendations” tab

### **Submit 1 Letter of Recommendation**

Your letter of recommendation must be professional, on letterhead and signed. Select a recommender who can attest to and describe your character, skillset, experiences, and abilities.

**\*The letter must be written in English and submitted on letterhead with signature.**

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Recommendations

# Recommendations

## New Student Applicants

Applicants must submit the following:

### **1 Letter of Recommendation**

- Your letter of recommendation must be professional, on letterhead and signed. Select a recommender who can attest to and describe your character, skillset, experiences, and abilities.

Please select the “Request Graduate Recommendation with Letter Recommendation” tab below to begin this process.

\*All documents should be written in English.

**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**

## 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](mailto: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](mailto: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!**

The screenshot shows a web interface for submitting an application. At the top, there are four tabs: "My Application", "Add Program", "Submit Application" (which is highlighted with a red notification icon), and "Check Status". Below the tabs, the section "Your Selected Program" displays a table with the following data:

| PROGRAM NAME                  | DEADLINE   |
|-------------------------------|------------|
| IU Indianapolis               |            |
| Education Non-Degree Graduate | 05/01/2024 |

To the right of the table, it shows "Selected Programs (1)" and "Fee Total \$70.00". Below this, there is a "Coupon Code" section with a text input field containing "XXXX XXXX XXXX XXXX", an "Apply" button, and a "Continue" button at the bottom.