

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 IU/PUI. 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

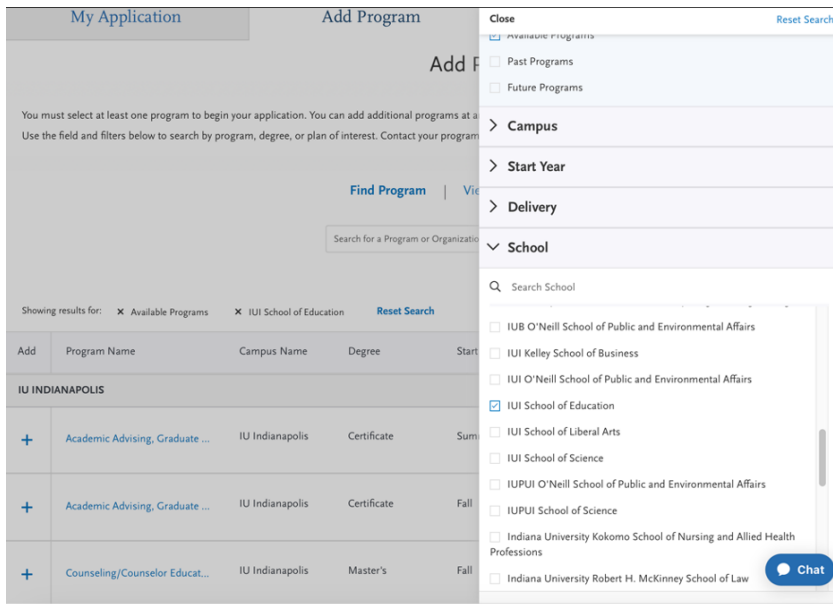
* Confirm Email Address

* 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



Step 4: Search and select **Teacher Cert Program - Special Education (License Only)** 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



Teacher Cert Program - Special Educa...

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 features a 'My Application' header with a descriptive paragraph. Below this is a 'Latest Notifications' box with a welcome message and a 'View My Notifications' button. A 'Getting Started?' tip suggests entering colleges attended first. The dashboard is divided into four quadrants, each with a progress indicator: 'Personal Information' (0/6 sections completed), 'Academic History' (0/3 sections completed), 'Supporting Information' (0/3 sections completed), and 'Program Materials' (0/14 sections completed). Each quadrant includes an icon representing the category: a person for Personal Information, a graduation cap for Academic History, a folder for Supporting Information, and a book for Program Materials.

Category	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 addresses:

- Are you a licensed teacher in Indiana? If so, what license do you hold?
- 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?
- Are you applying for a license in Mild or Intense Intervention?

License

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

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



Documents





Under the "Personal Statement" section please upload a personal goals statement that addresses:

- Are you a licensed teacher in Indiana? If so, what license do you hold?
- 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?
- Are you applying for a licensure in Mild or Intense intervention?

Under the "License" section please upload a copy of your Indiana teacher license in pdf format.

*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, jpeg, jpg, 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.

Personal Statement

+

+ Add Document

License

+

+ Add Document

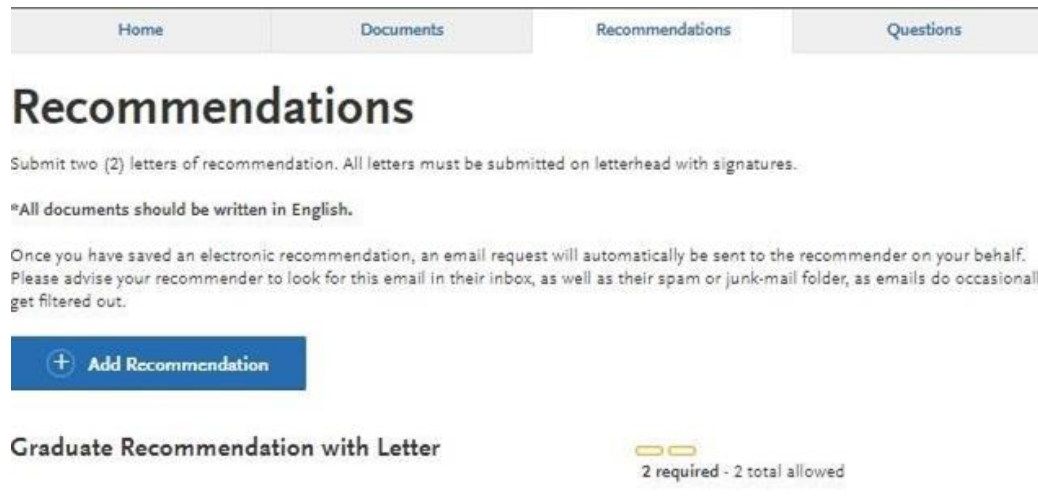
Step 8: Recommendations

1. Select "Recommendations" tab

Submit **two (2) professional letters of recommendation**. The letters of recommendation should speak to your character, skillset, and experiences.

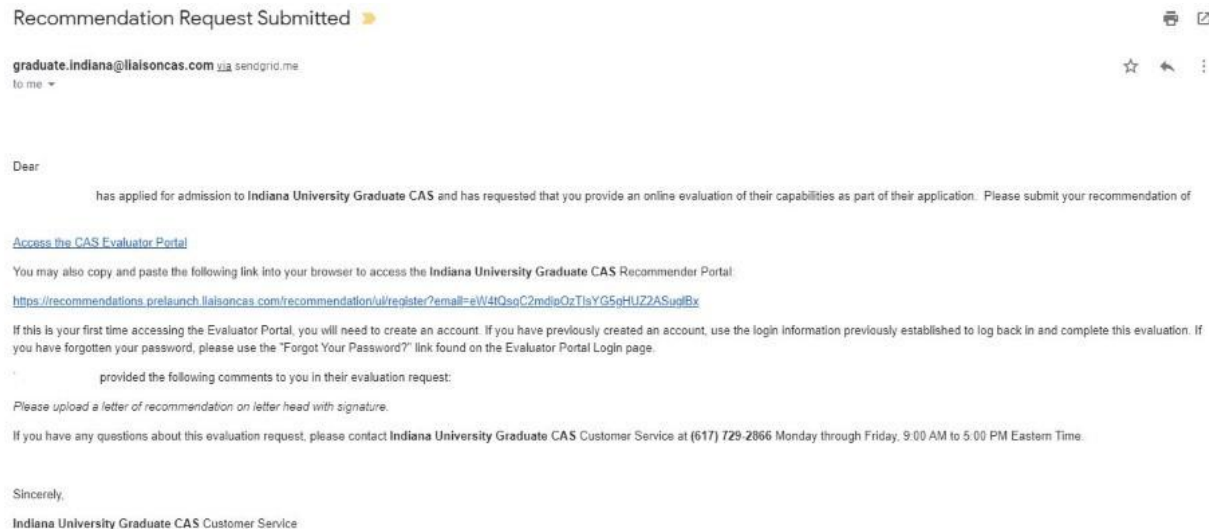
All letters must be submitted on letterhead with signatures by the recommender.

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



The screenshot shows a navigation bar with four tabs: Home, Documents, Recommendations (selected), 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 a note: "*All documents should be written in English." A paragraph explains that an email request will be sent to the recommender upon saving an electronic recommendation. A blue button with a plus sign and the text "Add Recommendation" is visible. Below this, a section titled "Graduate Recommendation with Letter" shows a progress indicator with two yellow bars and the text "2 required - 2 total allowed".

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@lialsoncas.com. The subject is "Recommendation Request Submitted". The email body starts with "Dear [Name]", followed by a paragraph stating that [Name] has applied for admission to Indiana University Graduate CAS and has requested an online evaluation. It includes a link to "Access the CAS Evaluator Portal" and another link to the "Indiana University Graduate CAS Recommender Portal". The email also mentions that if it's the first time, an account must be created, and provides contact information for Customer Service at (617) 729-2866. The email ends with "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.

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' with a graduation cap icon. Below this, there is a 'Colleges Attended' status with a green checkmark. A blue button with a plus sign and the text '+ Add a College or University' is visible. Below that, a section titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON'. Underneath the college name, there is a row of information: 'May 2006 - October 2014 | Semester System | No Degree Earned'. At the bottom of this section, there is a blue button labeled 'Upload Transcript' with a yellow arrow pointing to it from the right.

Step 10: Questions

1. Select “Questions” tab
2. If you select “Yes” to being a licensed teacher in Indiana; specify which license you hold.
3. Select which license addition you are applying for.

Home Documents Recommendations Questions

Save and Continue

* Indicates required field.

Licensure

* Are you a licensed Elementary or Secondary Education teacher in Indiana?

Yes No

What license do you hold?

Licensure Addition

* What licensure addition are you applying for?

Mild Intervention Intense Intervention Both

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