

## 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](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



INDIANA UNIVERSITY

### Welcome to Indiana University Graduate CAS

Thank you for your interest in pursuing graduate or professional studies at Indiana University, an affiliated Purdue University studies campus at IUHMC. We look forward to working with you to realize your academic and professional aspirations. When you login successfully, you can apply to any graduate or professional program online, via system.

If you cannot login, 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 programs using this application system, use the username and email address to reset duplicate records. Creating multiple profiles can lead to delays in processing your application.

Sign in with your username and password below. First-time users select Create an Account to get started.

Username

Password

**Sign In**

Create an Account

Forgot your password or email?



INDIANA UNIVERSITY

### Create an Account

The information below will be provided to the administrative offices at the programs in which you apply. Please provide complete and accurate information. If not the application you will be able to specify additional addresses and telephone details.

[+ Address requirements](#)

**Your Name**

Title

First or Given Name

Middle Name

Last or Family Name

Suffix

Display Name

**Contact Information**

Current Address  Street

Country and/or Address

Home Phone Number  Home

### 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' section of an application portal. It includes a search bar, filters for 'Past Programs' and 'Future Programs', and a list of schools. The 'School' filter is expanded, showing a list of schools with checkboxes. The 'IU School of Education' is selected. Below the filters, there is a table of results for 'IU INDIANAPOLIS'.

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 **Special Education MSED (Licensure & Non-Licensure)** 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







**Special Education MSED (Licensure ...**

**IU Indianapolis**

**Master's**

## **Step 6:** Begin your program application

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

My Application	Add Program	Submit Application	Check Status
<div><h3>My Application</h3><p>This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.</p><div><b>Latest Notifications</b> Welcome to the Indiana University Graduate CAS application (save this email) <span>Today</span> <a href="#">View My Notifications</a></div></div>			
<div><b>Getting Started?</b> Speed up your application by entering your colleges attended first.</div>			
<div><h4>Personal Information</h4><p>0/6 Sections Completed</p></div>		<div><h4>Academic History</h4><p>0/3 Sections Completed</p></div>	
<div><h4>Supporting Information</h4><p>0/3 Sections Completed</p></div>		<div><h4>Program Materials</h4><p>0/14 Sections Completed</p></div>	

## **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.
4. Submit your official test scores under the “Test Score Report” 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.

### **Other**

Please upload a statement if you are applying to a cohort with a school district or organization for the Special Education master's program. Please include the name of your school district or organization.

### **Test Score Report**

Please 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.**

The screenshot shows the 'Documents' tab selected in the top navigation bar. Below the navigation bar, the 'Documents' section is titled. It contains instructions for uploading documents under three sections: 'Personal Statement', 'License', and 'Test Score Report'. Each section has a list of bullet points detailing what to upload. At the bottom, there is an 'UPLOAD TIPS' section with four icons and corresponding text: 'Review Uploaded Documents', 'Accepted File Types', 'Do Not Password Protect Your Documents', and 'Conceal Your Social Security Number (SSN)'. The bottom of the page has a note about updating information and adding more documents.

Home Documents Recommendations Questions

## 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 license in Mild or Intense Intervention?

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

<b>Review Uploaded Documents</b> The uploading process may have altered your formatting. Please review before submitting.	<b>Accepted File Types</b> .doc, .docx, .pdf, .rtf, .txt, .ppt, .pptx, .mpg, .png, .zip File size: Each file upload is 10MB.	<b>Do Not Password Protect Your Documents</b> Protected documents will not be seen with your application.	<b>Conceal Your Social Security Number (SSN)</b> 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.

The screenshot shows three sections of the application portal: 'Personal Statement', 'License', and 'Test Score Report'. Each section has a title, a progress bar, and a blue 'Add Document' button with a plus icon.

### Personal Statement

+ Add Document

### License

+ Add Document

### Test Score Report

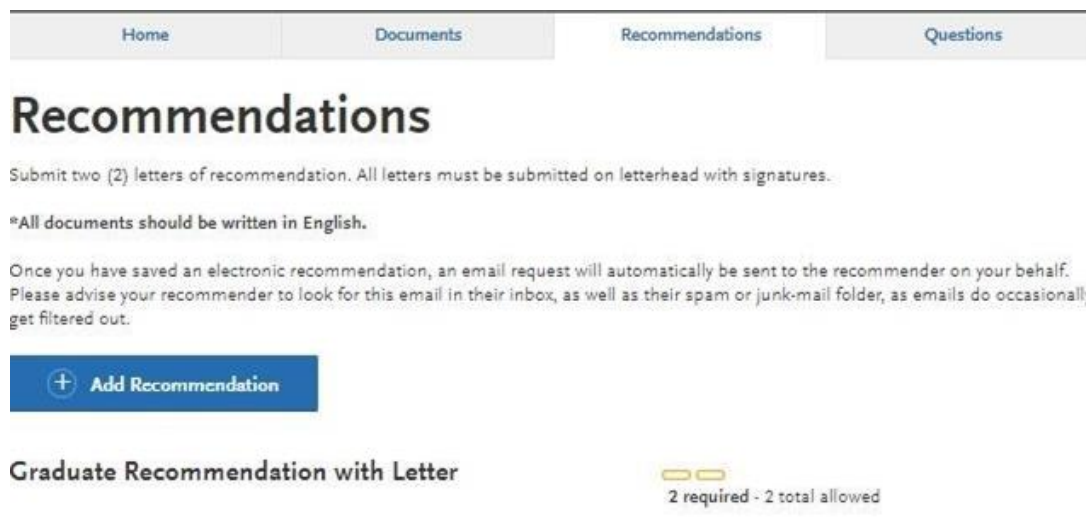
+ Add Document

## Step 8: Recommendations

1. Select “Recommendations” tab

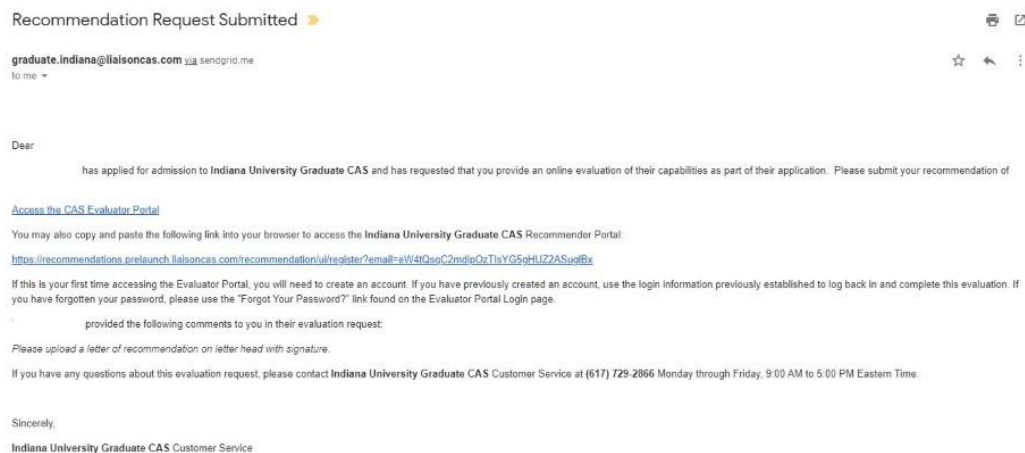
Submit **two (2) professional letters of recommendation**. The letters of recommendation should speak to your character, skillset, and experiences. **All letters must be submitted on letterhead with signatures by the recommender.**

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



The screenshot shows the 'Recommendations' tab selected in a navigation bar with 'Home', 'Documents', 'Recommendations', and 'Questions'. The main heading is 'Recommendations'. Below it, a note states: 'Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures.' A warning message follows: '\*All documents should be written in English.' An informational paragraph explains that an email request will be sent to the recommender upon saving an electronic recommendation and advises checking the inbox, spam, or junk-mail folder. A blue button labeled '+ Add Recommendation' is visible. At the bottom, a section titled 'Graduate Recommendation with Letter' shows a progress bar with two yellow segments 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 titled 'Recommendation Request Submitted' from 'graduate.indiana@ihsaioncas.com'. The email body addresses the recipient as 'Dear [Name]' and states 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 provides a long URL for the recommender portal. It also mentions that if it's the first time accessing the portal, an account creation is needed, and if the password is forgotten, a 'Forgot Your Password?' link is available. The email concludes with a request for the recommender to provide comments and upload a letter of recommendation on letterhead with a signature. Contact information for Indiana University Graduate CAS Customer Service is provided at the bottom.

## **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. On the left, there's a sidebar with 'My Application' and 'Add Program' tabs. Below these, a circular progress indicator shows '1/1 Sections Completed'. The main area is titled 'Colleges Attended' and includes instructions to report all institutions attended, regardless of their relevance or whether coursework was transferred. It also states that each institution should be reported only once. A blue button labeled '+ Add a College or University' is present. Below this, a section titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON' with the dates 'May 2006 - October 2014', the system 'Semester System', and 'No Degree Earned'. A blue button labeled 'Upload Transcript' is at the bottom of this section, with a large yellow arrow pointing to it.

## Step 10: Questions

1. Select “Questions” tab
2. If you select “Yes” to being a licensed teacher, school guidance counselor, or school media specialist in Indiana; specify which license you hold.

Special Education MSED (Licensure & Non-Licensure)

Deadline: 03/01/2020

Home

Documents

Recommendations

Questions

Save and Continue

\* Indicates required field.

### Licensure

\* Are you a licensed school teacher, school guidance counselor or school media specialist in Indiana?

☒ Yes ☐ No

What license do you hold?

### Coupon Code

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

☒ Yes ☐ No

Follow these steps to request a review for the fee waiver coupon code.

1. Please email all three Graduate staff: [kyeshaw@iu.edu](mailto:kyeshaw@iu.edu), [sbreland@iupui.edu](mailto:sbreland@iupui.edu), and [kanicruz@iu.edu](mailto:kanicruz@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.



## 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!**

My Application	Add Program	Submit Application <sup>1</sup>	Check Status				
<h3>Your Selected Program</h3> <table border="1"><thead><tr><th>PROGRAM NAME</th><th>DEADLINE</th></tr></thead><tbody><tr><td>IU Indianapolis</td><td></td></tr></tbody></table> <div><input checked="" type="checkbox"/> <input type="text"/></div> <div><b>Fee Total</b> <b>\$70.00</b></div> <div>Coupon Code <input type="text"/></div> <div>Apply</div> <div>Continue</div>				PROGRAM NAME	DEADLINE	IU Indianapolis	
PROGRAM NAME	DEADLINE						
IU Indianapolis							