

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.iupui.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.iupui.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 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?](#)

 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 Fall or Summer

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'. The results are filtered for 'IU INDIANAPOLIS'. Three programs are listed, each with a '+' button on the left. On the right, a 'Filters' panel is open, showing options for 'Past Programs', 'Future Programs', 'Campus', 'Start Year', 'Delivery', and 'School'. The 'School' filter is expanded, showing a search bar and a list of schools, with 'IUI School of Education' selected and checked.

Add	Program Name	Campus Name	Degree	Start
+	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 **Urban Education Leadership 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

A summary bar at the bottom of the page. On the left, there is a green checkmark. To its right, the text 'Urban Education Leadership MSED' is displayed in blue. Further right, 'IU Indianapolis' is shown in black, and 'Master's' is shown in black.

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' section with a 'View My Notifications' button. The dashboard is divided into four quadrants, each with a progress indicator:

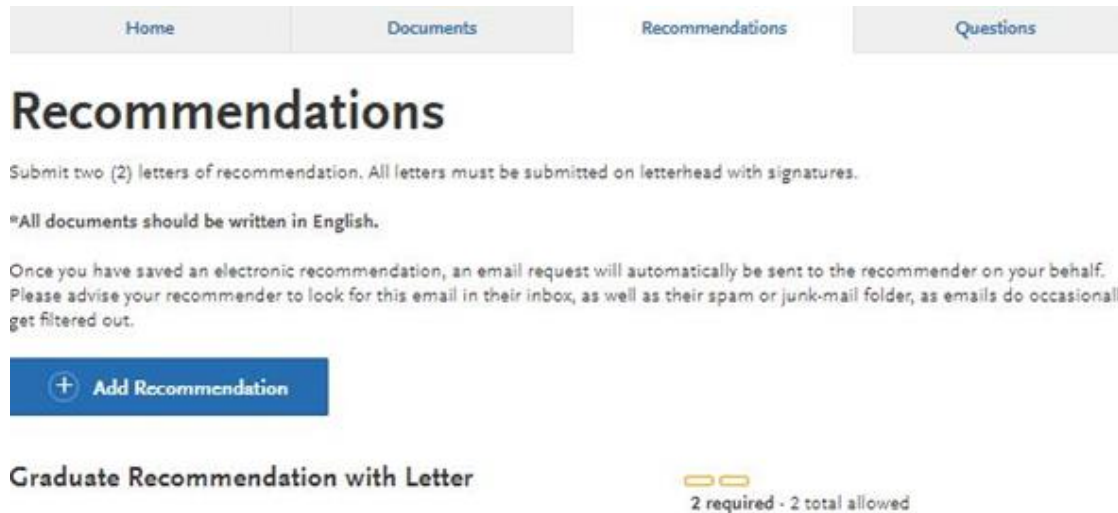
- Personal Information:** 0/6 Sections Completed
- Academic History:** 0/3 Sections Completed
- Supporting Information:** 0/3 Sections Completed
- Program Materials:** 0/14 Sections Completed

Step 8: Recommendations

1. Select "Recommendations" tab

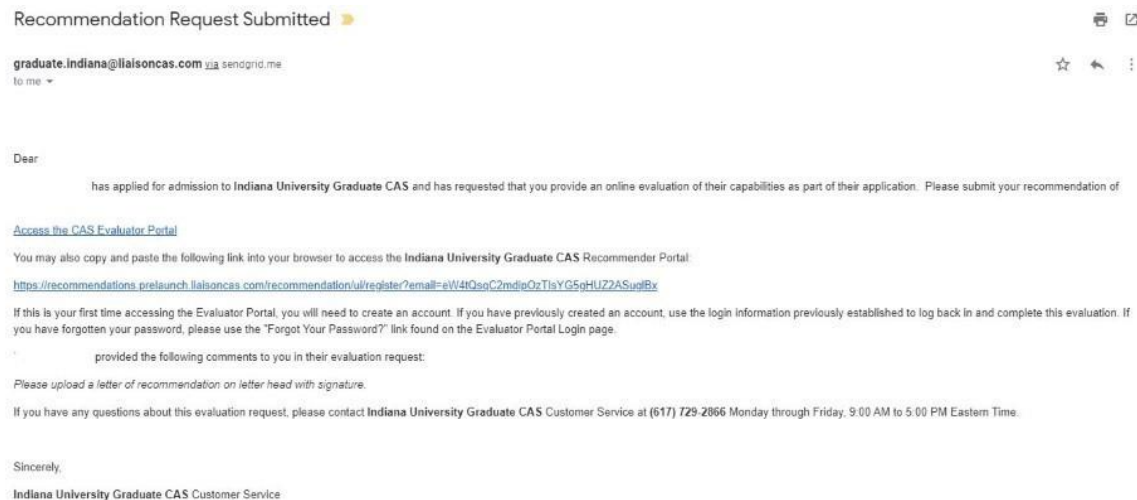
Submit **two (2) letters of reference/nomination on official letterhead with signatures from current administrators, specifically, addressing leadership experiences with potential for leadership success as a school principal. All letters must be submitted on letterhead with signatures.**

***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 instruction "*All documents should be written in English." A paragraph explains that once an electronic recommendation is saved, an email request will be sent to the recommender. A prominent 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 interface. The subject line is "Recommendation Request Submitted" with a right-pointing arrow. The sender is "graduate.indiana@ilalsoncas.com" via "sendgrid.me". The recipient is "to me". The body of the email starts with "Dear" followed by a blank space. The main text states: "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". Below this is a link: "[Access the CAS Evaluator Portal](#)". The next paragraph says: "You may also copy and paste the following link into your browser to access the Indiana University Graduate CAS Recommender Portal: <https://recommendations.prelaunch.ilalsoncas.com/recommendation/ui/register?email=eW4QsoC2mdjeOzTisYG5gHUZ72ASujlBx>". The following paragraph reads: "If this is your first time accessing the Evaluator Portal, you will need to create an account. If you have previously created an account, use the login information previously established to log back in and complete this evaluation. If you have forgotten your password, please use the 'Forgot Your Password?' link found on the Evaluator Portal Login page." The next paragraph says: "provided the following comments to you in their evaluation request:". This is followed by the instruction: "Please upload a letter of recommendation on letter head with signature." The final paragraph states: "If you have any questions about this evaluation request, please contact Indiana University Graduate CAS Customer Service at (617) 729-2866 Monday through Friday, 9:00 AM to 5:00 PM Eastern Time." The email ends with "Sincerely," and "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. On the left, there is a sidebar with navigation options: 'My Application', 'Add Program', 'Standardized Tests', and 'GPA Entries'. The main content area is titled 'Colleges Attended' and includes a progress indicator showing '1/3 Sections Completed'. Below this, there are 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 g more information. Once you submit your application, you cannot edit this section.' A blue button labeled '+ Add a College or University' is visible. Below that, a section titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON' with details: 'May 2006 - October 2014 | Semester System | No Degree Earned'. At the bottom of this entry, there is a blue button labeled 'Upload Transcript' with a 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, please specify which license you hold and how many years' experience you have in the licensure area.
3. If you select "No" to being a licensed teacher, school guidance counselor, or school media specialist in Indiana, please enter today's date as statement acknowledgement.

Statement of Acknowledgment

I understand that the Master's degree in Urban Education Leadership will not lead to an Indiana Building Level Administrator (K-12) license.

Home Documents Questions Recommendations

Questions

Licensure

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

Yes No

What license do you hold?

How many years of experience do you have in your licensure area?

I understand that the Master's degree in Educational Leadership will not lead to an Indiana Building Level Administrator (K-12) license. Please type in today's date acknowledging this statement.

 MM/DD/YYYY

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