

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 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.


 Username

 Password

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

* Confirm Email Address

* Preferred Phone Number

Home

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' section of an application portal. On the left, there's a 'My Application' tab and a 'Find Program' button. Below it, a table lists available programs. On the right, a 'Filters' sidebar 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. A 'Chat' button is at the bottom right of the filters.

Add	Program Name	Campus Name	Degree	Start
IU INDIANAPOLIS				
+	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 horizontal summary bar with a green checkmark icon on the left. To its right, the text 'Urban Education Leadership MSED' is displayed in blue. Further right, the text 'IU Indianapolis' and 'Master's' are shown in a standard font.

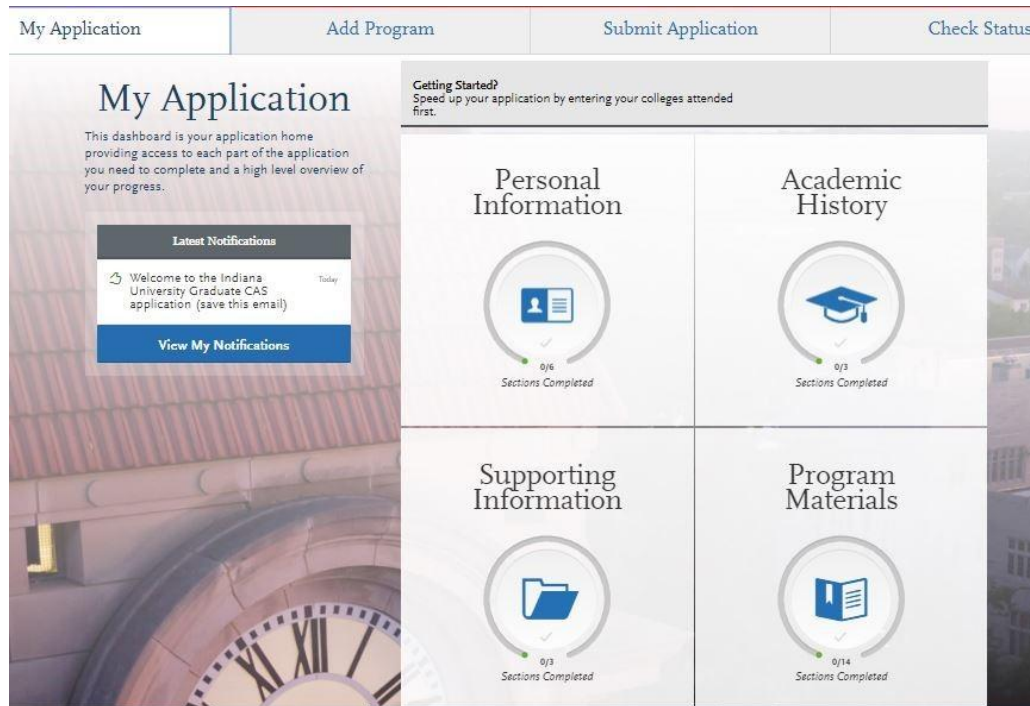
Urban Education Leadership MSED

IU Indianapolis

Master's

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 **school teaching, school guidance counselor, or school media specialist license** under the "License" section.

Personal Statement

This statement should be no more than three double-spaced pages, be written with a 12 point font, and have one-half inch right and left margins and one inch top and bottom margins. It should answer the following prompt.

Writing prompt

Leadership programs of the IU Indianapolis School of Education prepare educators to be moral and transformational agents leading high performing schools and fostering equity, justice, and diversity. Leaders of this sort routinely contend with and 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 organization, community relations, curriculum development and delivery, legal and financial issues, and leadership practice. This work demands the ability to reflect and respond in written and oral form.

So that we can assess interest and commitment to engaging with our faculty and fellow students in these efforts, we ask all candidates provide a Statement of Purpose for entering the IU Indianapolis School of Education Urban Education Leadership program. This statement should clearly introduce you, indicate your educational and professional goals and relate these to your educational, work and life experiences.

Along with addressing the prompt above, be sure to include answers to the following questions in your statement:

- Are you a licensed counselor, teacher or media specialist in Indiana?
- How many years of experience do you have in your licensure area?
- 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?

Licensure

Please provide a copy of your school teaching, school guidance counselor, or school media specialist license.

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

[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 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, jpg, jpeg, png
The size limit for each file upload is 10MB.

Do Not Password Protect Your Documents
Passworded documents will not be sent with your application.

Conceal Your Social Security Number (SSN)
Only use a redaction mark to conceal your SSN before uploading.

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) 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.**


[Home](#) [Documents](#) [Recommendations](#) [Questions](#)

Recommendations

Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures.

***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.





 **Add Recommendation**

Graduate Recommendation with Letter

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.

Recommendation Request Submitted 

graduate.indiana@iliasoncas.com  sendgrid.me
to me   

Dear _____,

_____ 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 _____.

[Access the CAS Evaluator Portal](#)

You may also copy and paste the following link into your browser to access the Indiana University Graduate CAS Recommender Portal:

<https://recommendations.prelaunch.iliasoncas.com/recommendation/ui/register?email=eW4QsoC2mdieOzTisYG5gHUZ2ASunIBx>

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.

_____ provided the following comments to you in their evaluation request:

Please upload a letter of recommendation on letter head with signature.

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.

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. On the left, a sidebar shows 'My Application' and 'Add Program' tabs. The main area has a header 'Colleges Attended' and a progress indicator '1/3 Sections Completed'. Below this, there are instructions to report all institutions attended, regardless of their relevance or whether the coursework was transferred. A table titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON' with the dates 'May 2006 - October 2014', the system 'Semester System', and 'No Degree Earned'. At the bottom of the table, there is a blue button labeled 'Upload Transcript', which is highlighted by a large yellow arrow.

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
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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	

✓

E

Selected Programs (1)

Fee Total

\$70.00

Coupon Code

XXXX-XXXX-XXXX-XXXX

Apply

Continue