

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

This screenshot shows the 'Create an Account' form. At the top is the Indiana University Psi logo and the text 'INDIANA UNIVERSITY'. The main heading is 'Create an Account'. Below the heading is a note: '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.' To the right of this note is a small asterisk with the text '* Indicates required field:'. The form is divided into two sections: 'Your Name' and 'Contact Information'. The 'Your Name' section includes fields for 'Title', '* First or Given Name', 'Middle Name', '* Last or Family Name', 'Suffix', and 'Display Name'. The 'Contact Information' section includes fields for '* Email Address', '* Confirm Email Address', and '* Preferred Phone Number'. There are also dropdown menus for 'Home' and 'Mobile' next to the respective address and phone number fields. The phone number field is pre-filled with '(201) 555-5555'.

Step 3: Add a Program

Select “Filters” and check the following:

- **School:** IUI School of Education
- **Campus:** IU Indianapolis
- **Start Term:** Select your intended Fall term

The screenshot shows the 'Add Program' section of an application portal. On the left, a table lists available programs under the heading 'IU INDIANAPOLIS'. The table has columns for 'Add', 'Program Name', 'Campus Name', 'Degree', and 'Start Term'. Three programs are listed, each with a blue '+' button in the 'Add' column. On the right, a sidebar contains filter options: 'Available Programs' (checked), '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 visible at the bottom right of the sidebar.

Add	Program Name	Campus Name	Degree	Start Term
+	Academic Advising, Graduate ...	IU Indianapolis	Certificate	Summer
+	Academic Advising, Graduate ...	IU Indianapolis	Certificate	Fall
+	Counseling/Counselor Educat...	IU Indianapolis	Master's	Fall

Step 4: Search and select **Urban Education Studies PhD** 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



Urban Education Studies PhD





IU Indianapolis

PhD

Fall

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><h2>My Application</h2><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>Latest Notifications 📧 Welcome to the Indiana University Graduate CAS application (save this email) Today View My Notifications</div></div>			
<div><div><h3>Getting Started?</h3><p>Speed up your application by entering your colleges attended first.</p></div><div><div><h3>Personal Information</h3><p>0/6 Sections Completed</p></div><div><h3>Academic History</h3><p>0/3 Sections Completed</p></div><div><h3>Supporting Information</h3><p>0/3 Sections Completed</p></div><div><h3>Program Materials</h3><p>0/14 Sections Completed</p></div></div></div>			

Step 7: Program Materials

1. Select “Documents” tab

There are several items you need to submit along with your application to the Urban Education Studies doctoral program .

1. CV/Resume

Submit an updated cv/resume that lists your education and professional experiences.

Select the "CV/Resume" tab to upload your cv/resume.

2. Statement of Experience

Submit a 500–1,000 word statement of your experience in urban environments and with urban community service. If you do not have experience in urban settings, then explain why an urban-oriented doctoral program would be a good fit for you. The statement should demonstrate the quality of your writing.

Select the “Other” tab to upload your experience. Include in your document title, *Statement of Experience*. Please use one of the following file formats: doc, .docx, or .pdf.

3. Statement of Values

Submit a 500–1,000 word statement about your core personal values, particularly in relation to education. The statement should demonstrate the quality of your writing.

Select the “Other” tab to upload your values. Include in your document title, *Statement of Values*. Please use one of the following file formats: doc, .docx, or .pdf.

4. Personal Statement

Submit a 500–1,000 word personal statement that summarizes your immediate and long-term professional goals as they relate to your intent to pursue a doctorate in urban education studies. The statement should demonstrate the quality of your writing.

Select the “Personal Statement” tab to upload your statement. Include in your document title, *Personal Statement*. Please use one of the following file formats: doc, .docx, or .pdf.

5. Writing Sample

Submit one writing sample (e.g., a published paper, technical report, final paper from a graduate course, etc.). Writing samples will be assessed on both quality and student fit. Consider submitting a sample that speaks to your research interests in urban education and showcases your best writing skills.

Select the "Writing Sample" to upload your sample. Please use one of the following file formats: doc, .docx, or .pdf.

Documents

New Student Applicants

There are several items you need to submit along with your application to the urban education studies doctoral program.

Personal Statement

- Submit a 500–1,000 word personal statement that summarizes your immediate and long-term professional goals as they relate to your intent to pursue a doctorate in urban education studies. The statement should demonstrate the quality of your writing.

Statement of Values

- Submit a 500–1,000 word statement about your core personal values, particularly in relation to education. The statement should demonstrate the quality of your writing.

Statement of Experience

- Submit a 500–1,000 word statement of your experience in urban environments and with urban community service. If you do not have experience in urban settings, then explain why an urban-oriented doctoral program would be a good fit for you. The statement should demonstrate the quality of your writing.

Writing Sample

- Submit one writing sample (e.g., a published paper, technical report, final paper from a graduate course, etc.). Writing samples will be assessed on both quality and student fit. Consider submitting a sample that speaks to your research interests in urban education and showcases your best writing skills.

Under the "**Personal Statement**" section submit your personal goal statement according to the above guidelines.

Under the "**Other**" section upload your statement of values and statement of experience as two separate documents (.doc, .docx, or .pdf). Each statement should be labeled and written according to the above guidelines. Submit your statements of value and experience as 1 file (.doc, .docx, or .pdf).

Under the "**Writing Sample**" section submit your writing sample as 1 file (.doc, .docx, or .pdf).

Under the "**CV/Resume**" section please submit an updated resume listing all relevant experience.

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

Returning Student Applicants

Please select the following tab, "I Am Not Adding Any Documents"

Please review the "Recommendations" page for instructions on how to complete this requirement.

CV/Resume

+ Add Document

*** Other**

+ Add Document

*** Personal Statement**

+ Add Document

*** Writing Sample**

+ Add Document

Test Score Report

+ Add Document

Step 8: Recommendations

1. Select “Recommendations” tab

Submit **three (3) letters of recommendation** from individuals who can attest to your personal and intellectual traits. If possible, one letter should come from a faculty member who can comment on your graduate-level academic work (or undergraduate work, if necessary).

All letters must be submitted on letterhead with signatures.

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


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

Recommendations

Submit three (3) letters of recommendation from individuals who can attest to your personal and intellectual traits. If possible, one letter should come from a faculty member who can comment on your graduate-level academic work (or undergraduate work, if necessary).

*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

3 required - 5 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@liaisoncas.com via 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.liaisoncas.com/recommendation/vul/register?email=ew4tQsqC2mdjpOzTisYG5gHUZZASuglBx>

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: Official 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.

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