

## 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 ▼

① 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

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## Contact Information

\* Email Address  Home

\* Confirm Email Address

\* Preferred Phone Number  (201) 555-5555 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


The screenshot shows the 'Add Program' interface. On the left, there's a 'My Application' tab and an 'Add Program' section with instructions: 'You must select at least one program to begin your application. You can add additional programs at a later date. Use the field and filters below to search by program, degree, or plan of interest. Contact your program advisor for more information.' Below this is a 'Find Program' button and a search bar labeled 'Search for a Program or Organization'. A filter bar shows 'Showing results for: Available Programs, IUI School of Education' with a 'Reset Search' button. A table lists available programs:

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

On the right, a 'Close' dialog box is open, showing a 'Reset Search' button and a list of schools with checkboxes. The 'IUI School of Education' is checked. A 'Chat' button is at the bottom right of the dialog.

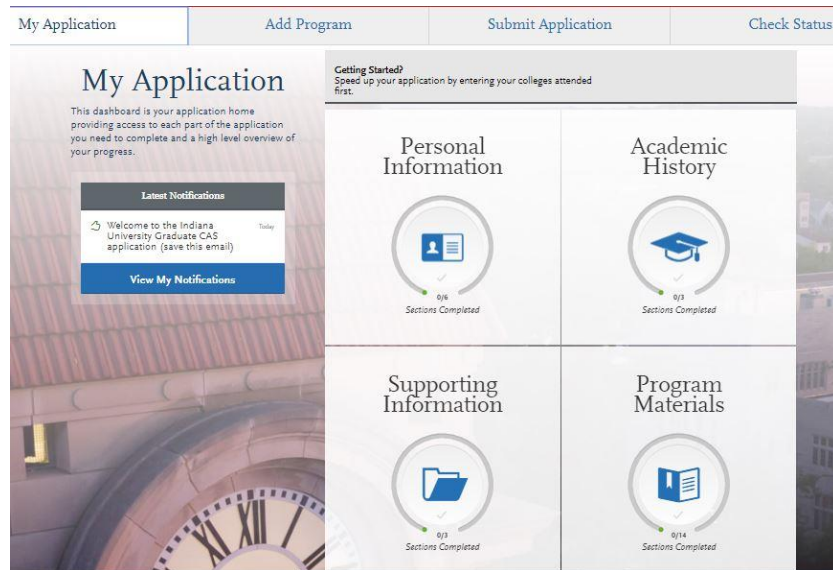
**Step 4:** Search and select **Education Non-Degree Graduate** by clicking the (+) button on the far left side. The (+) will turn to a green check mark when successfully selected.

**Step 5:** Select “Continue” at the bottom of the page to begin the application

	Education Non-Degree Gradu...	IU Indianapolis	Non-Degree
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## 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 the "Documents" tab
2. Upload your **personal goals and interest statement** under the "Personal Statement" tab

Use the following Writing Prompt for your personal goal/interest statement:

### **Writing prompt:**

The Counselor and Counselor Education Program at the IU Indianapolis School of Education prepares counselors to be transformational agents, fostering equity, justice, and valuing of diversity. Transformational counselors challenge barriers related 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: organizations/communities, the application of counseling theories and research, and the roles and responsibilities of counselors as change agents and advocates in responding to the diverse needs of all people. This work demands the abilities to reflect and respond in written and oral form.

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

## Documents

### Education Nondegree Graduate Applicants

Under the "Personal Statement" section please upload a statement of your academic goals.

### LMHC Applicants Only

Under the "Personal Statement" section please upload your personal statement.

Submit statement for interest in LMHC and follow the writing prompt.

#### Writing prompt:

The Counselor and Counselor Education Program at the IU Indianapolis School of Education prepares counselors to be transformational agents, fostering equity, justice, and valuing of diversity. Transformational counselors challenge barriers related 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: organizations/communities, the application of counseling theories and research, and the roles and responsibilities of counselors as change agents and advocates in responding to the diverse needs of all people. This work demands the abilities to reflect and respond in written and oral form.

\*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 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.

\* Indicates required field

## Required Documents

\* Personal Statement

✓

+

 Add Document

## Optional Documents

Other

✓

+

 Add Document

## Step 8: Recommendations

Non-IU Graduates and IU Graduates who received their degree over (2) years ago are required to submit letters of recommendation with their LMHC application.

- Upload **two (2) professional letters of recommendation** under the “Recommendations” tab. The letters of recommendation should speak to your character, skillset, and experiences. **The letters of recommendation must be on letterhead and signed by the recommender.**

## Step 9: Questions

- Answer the “Statement of Acknowledgment” question accordingly

I understand that the IU Indianapolis School of Education will not recommend me for the Licensed Mental Health Counselor (LMHC) license. I must meet all Behavioral Health and Human Services Licensing Board requirements to apply for the LMHC license.

I understand that the IU Indianapolis School of Education will not recommend me for the Licensed Mental Health Counselor (LMHC) license. I must meet all Behavioral Health and Human Services Licensing Board requirements to apply for the LMHC license. Please type in today's date acknowledging this statement.

MM/DD/YYYY

## Step 10: 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”

The screenshot shows the 'Colleges Attended' section of an online application. On the left, there's a sidebar with 'My Application' and 'Add Program' tabs. Below them, a progress indicator shows '1/3 Sections Completed' with a graduation cap icon. The main area is titled 'Colleges Attended' and includes 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'. It also states: 'Also, report each institution only once, regardless of the number of degrees earned or g more information.' and 'Once you submit your application, you cannot edit this section.' There's a blue button '+ Add a College or University'. Below that, a table lists 'MY ATTENDED COLLEGES' with one entry: 'INDIANA UNIVERSITY - BLOOMINGTON'. Under this entry, it shows 'May 2006 - October 2014', 'Semester System', and 'No Degree Earned'. At the bottom of this entry, there's a blue button 'Upload Transcript' which is highlighted by a large yellow arrow.

## **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](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 1

Check Status

### Your Selected Program

PROGRAM NAME	DEADLINE
IU Indianapolis	

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Selected Programs (1)

Fee Total

\$70.00

Coupon Code