

- 1) Navigation to License Verification and Information System ([LVIS](#))
- 2) Click **Create Profile**
- 3) Fill out all the required fields and click **Create Profile**.
- 4) Check your email for a message from "System Administrator." You may need to check your spam or junk folder and add noreply@doe.in.gov to your approved senders list.
- 5) Click the link **Verify e-mail**.
- 6) Log into your LVIS account. ,
- 7)
- 8) Select **Apply for a new license**.
- 9) Select **Teacher**
- 10) Select **I completed a Non-US preparation program**.
- 11) Type in the Subject Areas and grade level you wish to have on your license.
- 12) Click **Next**.
- 13) Click **Add Recommending Institution Entry**. Select **Foreign Country** under State. Type in the name of the college/university you attended. Click **Save Recommending Institution Entry**. Be sure add all institutions where you did your education coursework or program. Be sure to include undergraduate and graduate coursework.
- 14) Click **Next**
- 15) Answer the questions. Upload required documentation, if requested.
- 16) Click **Next**.
- 17) Upload the required documentation and optional documentation. If you don't have the required document(s), upload a word document with explanation.
- 18) Click **Next**.
- 19) If you have everything completed, you will be able to click **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
- 20) Click the link to pay for all pending applications.
- 21) Mark the box under the **"Pay?"**
- 22) Fill out all the Billing information.
- 23) Click **Review Summary**.
- 24) Click **box** under Refund Policy.
- 25) Click **Submit**.

You may save an incomplete application by clicking **Save for Later** at the bottom of the page. When ready to access that application again, click Application Status on the right-hand side and **Edit** the application.