

Original Instructional License Out-of-State

1. Log into your [LVIS](#) account.
2. Click the red **I want to be an Indiana** box.
3. Click **Teacher**
4. Click **Out-of-State Program**
5. Type in the subject area(s). Click **Next**.
6. Click **Add Recommending Institution Entry**.
7. **Select** the State.
8. Type in the name of the **college or university**.
9. Click **Save Recommending Institution Entry**
10. Click **Next**
11. Answer the questions. Upload required documentation, if requested. Click **Next**.
12. Upload the required documentation. Click **Next**
13. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
14. Click the link to **pay for all pending applications**.
15. Mark the box under **Pay?**
16. Fill out billing information.
17. Click **Review Summary**.
18. Mark the box to acknowledge the Refund Policy.
19. Click **Submit**.

At any point you need to stop the application, click **Save for Later**. To check the status or return to your application, click “Application Status” on the right hand side when you are in your [LVIS](#) account.