

# INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION FOR GRADUATE STUDY IN THE DEPARTMENT OF ECONOMICS

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These instructions were compiled by the Economics Graduate Office staff in an effort to assist you in completing the online application so that all of your information is entered correctly, and also to aid us in processing your application for graduate studies. Please print these instructions and follow along as you complete the online application.

The information that you provide on the online application will automatically download into a database, therefore it is extremely important that all of the fields are populated correctly. If you omit information from the application, (such as the prior colleges or universities you've attended, your grade point average, or the names and institutions of your recommenders, etc.) it is not the responsibility of the Economics Graduate Office staff to search among your application materials in order to enter the missing information in the database. Note that the Admissions Committee uses the application form as a "preview" of the contents of your application folder; it is to your advantage to ensure that the application form itself is as complete and accurate as possible.

## PERSONAL INFORMATION

### **Applicant Name**

- "Last name" is your surname or family name. Please make sure that you enter your last name in the correct place on the application form. We search for applicants and we file applicant folders by the applicant's last name; if this is not entered correctly, it will be difficult to find your record in our application software and to file your application materials in the correct applicant folder.

### **E-mail Address**

- Please enter the e-mail address which you use on a daily basis. All of our communication with you will be conducted via e-mail, so it is important that you list an active account that you will access regularly.
- If you use the e-mail account generated by the college or university you are currently attending, make sure that it will not expire for at least one year.
- If you obtain an e-mail account expressly for the purpose of applying to graduate school, please make sure that it does not expire for at least one year.

### **Permanent and Present Mailing Address & Phone Number**

- Please complete both of these sections, even if your permanent and present mailing addresses and phone numbers are the same.
- Please do not write "same" in any of the spaces, as all of your contact information will not download into our database.

## APPLICATION INFORMATION

Applicant for: Full-Time Part-Time

- Please choose **full-time**; we do not accept students for graduate study on a part-time basis.

Beginning in:

- Please select **Fall** from the drop-down menu. We do not accept applications for any other term. If you choose the incorrect term, your application will not be considered.

Academic Plan:

- Please select **PhD** from the drop-down menu. We do not offer a Master's Degree Program.

## EDUCATIONAL BACKGROUND

### **Previous University #1**

- Although the online application asks that you enter the most recent school attended, **we prefer that you enter the school where you earned your undergraduate or bachelor's degree here.** If you also earned an advanced degree, list these in ascending order, by date, in the spaces allotted for Previous University #2, and #3.
- If you attended a school in the U.S. or in another country whose code does not appear in the look up list, please read the following instructions carefully before entering your data:
  1. Click on the 'look up' tab next to either Previous College Code or International College Code;
  2. This will bring up the "look-up" box. In the space next to "Name", type in the words 'cannot find';
  3. Hit the 'search' button at the bottom of the look-up box;
  4. The number 999999/Cannot Find will appear in the top left-hand corner of the look-up box; click on 999999 and close the look-up box;
  5. This will bring you back to the online application; note that the field for Previous College 1 Code or International College Code has been populated by the 999999 number. The space immediately below has the words "cannot find". Delete the words 'cannot find', and type in the name of your school.
  6. Do this for all schools for which you cannot find the code.

It is very important that you make every effort to follow these instructions so that the name(s) of the school(s) you've attended are listed on the application form; otherwise, the application and the database will show "school not found".

- Please do not list schools from which you have only earned a few credits, or from which you do not plan to earn a degree. While we still require transcripts of your courses and grades from these schools, it is not necessary to list them on the application.

- Please use these abbreviations to denote the degree awarded or expected:
  - BA Bachelor of Arts
  - BS Bachelor of Science
  - MA Master of Arts
  - MS Master of Science