

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

* * * * *

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. Please print these instructions and follow along as you complete the online application.

Please notice that these are instructions for applying to our **PhD program** in Economics. We do not offer a terminal Masters' Degree Program in Economics. Our department offers a terminal Master in Quantitative Economics, which requires a separate application.

All application materials for the PhD Program in Economics must be submitted online, including transcripts and letters of recommendation. The information you provide on the online application will automatically download into a database, so it is extremely important that all of the fields are populated correctly.

Admission to our PhD program is highly competitive – we receive an average of 400 applications each year. It is to your advantage to ensure that the application is as complete and accurate as possible, as the Admissions Committee will not review or consider incomplete applications. Therefore, please do not omit any requested information, such as prior colleges or universities attended, your grade point average, GRE scores *including the percentiles* (for the admission cycle 2021-22 GRE scores are optional).

Instructions:

1. Create a GradCas account and login;
2. Go to the **Add** tab and in the Find Program box enter "Economics";
3. Scroll down to the University of Pittsburgh, select **Doctor of Philosophy in Economics (Fall 2022)**;
4. Move to the **My Application** tab; in this tab you will see four quadrants asking you to fill in information regarding:
 - a. Personal Information;
 - b. Academic History;
 - c. Supporting Information;
 - d. Program Materials.

See the details on each of these below. We only emphasize some of the fields in each of these sections.

PERSONAL INFORMATION

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 assigned to you 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, make sure to check your e-mail regularly.

ACADEMIC HISTORY

Colleges Attended. Use the Upload button to upload your transcripts. Unofficial transcripts are OK at this stage.

Standardized Tests: GRE scores are optional for admissions in Fall 2022. If they are submitted, they will be taken into account, as part of our holistic admission review.

English Language Tests: TOEFL, IELTS or Duolingo are all valid tests. See the score requirements [here](#).

Coursework Entry: leave this page blank. We will ask you about coursework in the Program Materials section.

Colleges attended: list all colleges you have attended or are still attending.

SUPPORTING INFORMATION

Use it to upload document your Curriculum Vitae (CV).

PROGRAM MATERIALS

This section will ask you questions that are directly relevant for the PhD program in Economics at the University of Pittsburgh.

Please upload your Career/Personal Statement of 500 words or less that addresses your intellectual and professional goals and answers the following questions: (1) What prompts you to pursue graduate study in economics? (2) What aspect of economics do you find most interesting and stimulating? Why? (3) What are your ultimate professional goals and aspirations? (4) Which areas of economics are you mostly interested in? (5) What difficulties, material or otherwise, did you

overcome in order to pursue your interests in economics? (6) Did you have an opportunity to engage in research in economics during your prior studies or career?

We also strongly recommend that you upload a Writing Sample. Examples of writing samples are: undergraduate/masters thesis; papers written in fulfillment of undergraduate/masters classes; empirical or analytical documents written while working (if they can be shared); any other written document that illustrates your competency in economic analysis, either theoretical or empirical. The admission committee is going to use this document in conjunction with your personal statement to assess your prior experience and familiarity with the research process in economics.

Recommendation letters (3). At least two of your letters should come from individuals who are familiar with and in the position to assess your academic work.

ADDITIONAL QUESTIONS OR CONCERNS

Please email Jamie Tattersall, Graduate Administrator, with any questions or concerns: JAT205@pitt.edu.