

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

Beginning in the 2013-2014 application season, 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*, or the names and institutions of your recommenders.

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 by the applicant’s last name; if this is not entered correctly, it will be difficult to find your record in our application system.

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.

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 Term and Year of Entry

- Please select **Fall** from the drop-down menu. We do not accept applications for any other term.

Department/Degree Description

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

EDUCATIONAL BACKGROUND

- **Please enter the names of all institutions from which you have earned or plan to earn a degree, beginning with the college or university where you earned your undergraduate or bachelor's degree.** If you also earned an advanced degree, list these in ascending order, by date, in the spaces allotted for Previous University #2, and #3. 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.
- 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.

Please make every effort to follow these instructions, otherwise, the application and the database will show "school not found".

- **Degree Awarded or Expected**

Please enter **only the type of degree** awarded here, **do not include your major**. There is a separate space for you to enter your major. Whenever possible, please use the following abbreviations to denote the degree awarded or expected:

BA - Bachelor of Arts

MA – Master of Arts

BS – Bachelor of Science

MS – Master of Science