

Master in Economics and Finance 2015-2017

Master Track

Guidelines for Application

General guidelines

1. To access the Online application section of our website, click on the “Apply now” (or “Solicitud online”) icon that appears in <http://www.cemfi.es/studies/master/index.asp> during the application period and go to the application for the Master track. Then follow these steps:

- Create a user account by clicking on the “create an account” link. Provide your email address, choose a password, and submit.
- Activate your user account using the link appearing in a message sent to your email address.
- Go back to the entry page of the “Online application” section. Login in as an account holder using your email address and password.
- Fill out the application form in English. All fields marked with an asterisk (*) are compulsory. If you wish to save your data without having fully completed the form, click on “Save application for future access” at the end of the form. You will be able to access it again repeating the log in process. (Note: If you are still in the same session, do not return to the application form by clicking on the back button, log in again using your email address and password.)
- While filling the application form you will have to upload files with the following information (see also below):
 - Official transcript of grades obtained in your undergraduate studies
 - Official transcript of grades obtained in your graduate studies (if applicable)
 - Proof of English language skills
 - GRE scores
 - Statement of purpose
 - Any other documents

Note: Only files in PDF format are acceptable. Only one file for each of the six types of documents may be uploaded. If you wish to submit several documents of a given type, please merge them into a single PDF file. You may upload a new version of a

file that you had already uploaded, but keep in mind that it will replace the previous file. Each file should not be larger than 2Mb.

- Admitted applicants will be asked to provide the corresponding original documents at the time of registration.
 - Once the form is fully filled-out, submit it by clicking on "Submit application". Please note that no further changes in the application are possible once it is submitted.
2. You may access a copy of your submitted application form at any time at the web address indicated in guideline 1.
 3. Two reference letters, written by professors who have followed your studies closely, must be sent directly to CEMFI. Please make sure that their email addresses are correct. Once you submit your application, the recommenders will receive an email message allowing them to submit their letters via an online procedure. You may enter two or more names; at least two reference letters should be received. You will be notified when they are received.
 4. Applications must arrive by **15 February 2015**. Admission decisions can be made on a rolling basis after the deadline and will be finalized by **15 April 2015**. Early application is strongly encouraged.
 5. At the end of this text you will find an example of a filled-out application form that may be helpful. Below are some guidelines on specific parts of the form.

Personal information

Please provide your identity document (ID) number and indicate whether it corresponds to a passport (preferred for non-residents in Spain), a Foreigner identification number (NIE) or a National ID card (DNI).

In the postal address field please include your current address, without using abbreviations (see example below). Also please provide a telephone number where you can be found during the admissions process.

University studies

Please include the full name of the degree you have or expect to obtain. Also provide the field of specialization, if applicable, and the name of the university. Your university grade report must be in English or Spanish.

Give the number of subjects in which you have obtained grades of A⁺, A, B, and C or less, respectively. In case the university granting the degree does not use this grading scale, please determine your grades' equivalence with it using the following table:

Grade	Percentage*
A ⁺	100
A	85 - 99
B	70 - 84
C or less	50 - 69

* Percentage with respect to the maximum grade at the university granting the degree.

English language

Applicants whose native language is not English must provide recent proof of their command of this language. This can be achieved by taking the Test of English as a Foreign Language (www.ets.org/toefl). We prefer to receive the test results directly from the organization running the test (ETS). CEMFI's institutional code for the direct delivery of the TOEFL score report to us is 7964.

Please enter your TOEFL score in the application form if you already know it. Note that this is not a substitute for attaching an official score report or having it sent directly.

Applicants may alternatively submit the Cambridge Proficiency or Advanced certificates, and the British Council IELTS. You may include the results from several tests, but make sure to merge them into a single PDF file.

This requirement is waived for applicants who are nationals of Australia, Bahamas, Canada, New Zealand, the United Kingdom or the United States, or who obtained their undergraduate degree from a university located in one of these countries.

Graduate Record Examination (GRE)

Applicants are strongly encouraged to provide their scores in the Graduate Record Examinations (GRE) General Test. Registration for the test may be carried out by mail or through the GRE web page (www.ets.org/gre). We prefer to receive the GRE scores directly from the organization running the test (ETS). CEMFI's institutional code for the direct mailing of the GRE results is 7046. If you are submitting the GRE scores, please indicate the date of the test, even if have not taken it yet.

Please enter your GRE scores in the application form if you already know them. Enter both the numerical score and the % below for each of the three areas. Note that this is not a substitute for attaching an official score report or having it sent directly.

References

Please indicate the name, institution, and email address of at least two professors who have closely followed your university studies, so that they can receive a message that will allow them to download their letters online.

Statement of purpose

This is a short text, of around 500-600 words, in which you may present your academic background and interests, and explain why you would like to attend CEMFI's Master track.

Other documents

You may include other documents that you consider relevant for your application. Please recall that only one file may be uploaded in this section. If you wish to submit several documents, you will need to merge them into a single PDF file. You may upload a new version of a file that you had already uploaded: it will replace the previous file. The file should not be larger than 2Mb.

Application for financial aid

Please indicate if you wish to apply for a waiver of the tuition fees and/or a scholarship for living expenses.

Please let us know if you are applying for an external source of funding unrelated to CEMFI as well.

Online application

MASTER IN ECONOMICS AND FINANCE 2015-2017

MASTER TRACK

APPLICATION FORM

APPLICATION REF. : **7881 - R**

I. PERSONAL INFORMATION

Surname, Name: Bennet, Elisabeth A.	
Gender: Female	Date of birth: 22/03/1992
Nationality: United Kingdom of Great Britain & Northern I	Passport: 555123456A
E-mail address: bennet@gmail.com	
Postal address: 84 Charing Cross Road Westminster WC2H 0HU London United Kingdom of Great Britain & Northern I	Phone number: 0044123456789

II. UNIVERSITY STUDIES

UNDERGRADUATE DEGREE			
Economics		Number of A+ grades:	8
Specialization field:	Applied Economics	Number of A grades:	12
University:	Cambridge University United Kingdom of Great Britain & Northern I	Number of B grades:	10
Country:			
Years:	2010 - 2013	Number of C or less grades:	1
PDF file	Cambridgegrades.pdf - (15/10/2014 17:26:39)		
GRADUATE DEGREE			
		Number of A+ grades:	
Specialization field:		Number of A grade:	
University / Center:		Number of B grades:	
Years:		Number of C or less grades:	
PDF file	- ()		

III. OTHER STUDIES

Course	Institution	Dates
Advanced Statistics	Royal Economic Society	07-2013 - 07-2013

IV. PROFESSIONAL ACTIVITIES

Position	Company / Institution	Dates
Teaching assistant	Cambridge University	09-2012 - 05-2013

V. ENGLISH LANGUAGE

Test of English as a Foreign Language (TOEFL) score: 115
Other test of English (specify): Score:
PDF file: TOEFLscore.pdf - (15/10/2014 17:28:07)

VI. GRADUATE RECORD EXAMINATION (GRE)

I will provide CEMFI my GRE score report.					
Test date: 18-10-2014					
Scores (% below)					
Verbal:	168 (98)	Quantitative:	167 (96)	Analytical:	5.0 (60)
PDF file: GREscore.pdf - (15/10/2014 17:28:19)					

VII. REFERENCES

Name and surname	University or Institution	E-mail address
Fitzwilliam Darcy	Cambridge University	palomino@cemfi.es
Mary Gardiner	London School of Economics	palomino@cemfi.es

VIII. STATEMENT OF PURPOSE*

PDF file: Purpose.pdf - (15/10/2014 17:28:31)

IX. OTHER COMMENTS ON YOUR APPLICATION

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X. OTHER DOCUMENTS

PDF file: - (15/10/2014 17:28:44)

XI. HOW DID YOU FIRST LEARN ABOUT THE MASTER AT CEMFI?

Advice of a professor.

XII. APPLICATION FOR FINANCIAL AID

. I am applying for a waiver of the tuition fees.
. I am applying for a scholarship for living expenses.
. I am applying for an external source of funding (Pemberley Foundation).

PERSONAL DATA PROTECTION CLAUSE

In view of the regulations in the Spanish Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal, you are informed of, and explicitly consent to, the inclusion of the information you have provided us to the file of applicants to the Master in Economics and Finance 2015-2017, with the sole purpose of serving as a data base used in the admissions process.

At any time you wish you may exercise your right to oppose, access, rectify, or cancel the data referred to above.