cemfi

Instructions for filling out the online application form

General guidelines

1. To access the Online application section, click on “Apply now”. 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.

- You will receive an email message from us. Activate your user account using the link in the message.

  (Note: If you do not receive the email, please check your junk mail or spam folder, you will need to add "cemfi.es" as a trusted domain in your anti-spam software.)

- Go back to the login page. Log in as an account holder using your email address and password.

- Fill in the application form in English. All fields marked with an asterisk (*) are compulsory. If you wish to save your data before submitting the form, click on “Save application for future access” at the end of the form. You will be able to access it again by repeating the login process.

- Avoid using the “back” button of your browser, as this may create a disconnect between what you see and what is saved on the system. In case of a doubt, you can always log in again using your email address and password.

- You will need to upload the following documents:

  - Official transcript (undergraduate studies)
  - Official transcript (graduate studies, if applicable)
  - Proof of English knowledge
  - GRE scores
  - Statement of purpose
  - Curriculum vitae
  - Other documents

  You may only upload files in PDF format. Please note that you may only upload one file per document. If you wish to submit several documents to comply with one of the required documents above, please combine them into a single PDF file and upload this file. If, prior to submitting your application, you upload a new version of an existing file, this will replace it. Note that files are limited to a maximum size of 2Mb (per file).

- Admitted applicants will be asked to provide the corresponding original documents at the time of registration.

- Applicants must provide the contact details of at least two letter writers. After you fill in the letter writers' contact details and some basic information about you, the online system will let you submit that information without submitting the entire application form. Then, CEMFI will contact your letter writers on your behalf with instructions on how to upload their letters to CEMFI's online platform. We will send you a notification once the letters have been received. Keep in mind that your application is not complete until (at least) two letters of recommendation have been received.

- Once you have fully completed the form, you may submit it by clicking on "Submit your application" at the end of the form. Please note that no further changes can be made after the form has been submitted.

2. You may access a copy of your submitted application by logging in to the online platform.

3. The application period opens on 16 November 2026 and closes on 15 April 2027. However, in order to be eligible for funding, we must receive your application by 31 January 2027.

4. At the end of this text, you will find an example of a completed 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 we can reach you during the admission process.

University studies

Please include the full name of the degree you have earned or will earn by the time you enroll. Also provide the field of specialization and the name of the university. Your university grade report must be in English or Spanish.

Submit your Average GPA score on a 4.0 scale. If the transcript's average score uses a 10-point grading scale, please convert it to a 4.0 scale by multiplying it by 0.4.

Proof of English knowledge

You will need your score in one of the following three exams: the TOEFL iBT (minimum score of 100), the IELTS (minimum score of 7), or Cambridge Assessment English (either the Advanced or the Proficiency certificate). CEMFI's institutional code for the TOEFL is 7964.

Nationals of an English-speaking country or students who earned their undergraduate degree from an institution located in an English-speaking country are exempted from this requirement. If you are unsure whether this waiver applies to you, please contact us here.

Graduate Record Examination (GRE)

Applicants must submit their Graduate Record Examination (GRE) General Test scores. CEMFI's institutional code is 7046.

You may submit your application at an earlier date. If you do so, you need to indicate your test date on the application form. This date must be before the submission deadline for the application to be considered complete. Remember to send us the pdf test taker score report at admissions@cemfi.es when the results are posted. Due to common delays in receiving the scores, we strongly recommend scheduling your test ASAP.

Please enter your GRE scores in the application form if you already know them. Enter both the numerical score and the percentage 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.

If you do not have access to a GRE test center in your country of residence, you may submit the scores of the GRE test at home.

References

Applicants must provide the contact details of at least two letter writers (instructors) who are willing to provide confidential reference letters for the applicant. Please indicate the name, institution, and email address of your referees. Make sure that their email addresses are spelled correctly

You may submit the letter writers' information in the online application platform while you complete the rest of your application, so that CEMFI can request the reference letters immediately. If you wish to do so, complete the following steps:

- Fill in the letter writers' information.
- Click "Save application" button, it will log you out.
- Log back into the application form.
- Click on the "Send now" button next to the letter writers' info.

Note that your application will be considered complete if the reference letters request is sent before the submission deadline. However, we strongly recommend sending the request ASAP.

Statement of purpose

Applicants must submit a statement of purpose of approximately 500 words. This document should explain the applicant's motivation and goals for undertaking this program. Applicants should also comment on how the program connects with their background, and with the overall orientation of their academic and professional careers.

Curriculum vitae

Please submit a short curriculum vitae containing your personal and academic data, as well as other merits you may wish to include.

Other documents

You may include other documents that you consider relevant for your application. Please recall that only one file may be uploaded. If you wish to submit several documents, you will need to merge them into a single PDF file.

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. Your chances of being admitted do not depend on whether you apply for a scholarship or not.

You must also let us know whether you are applying for external funding.