BONN GRADUATE SCHOOL OF ECONOMICS (BGSE)

M.SC. ECONOMIC RESEARCH / DOCTORAL PROGRAM

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APPLICATION REQUIREMENTS

PRELIMINARY REMARKS

We encourage outstanding (top 10%) students with a university degree (bachelor or master) in economics or related fields, such as mathematics, statistics, business administration, accounting, and finance, to apply for admission.

The application deadline for the program starting in October is January 15.

Please note, to be considered, your application must be complete by this date. Essential documents, particularly letters of recommendation, must arrive by the deadline; late submissions will render the application incomplete. Incomplete applications will not be considered.

If you have not yet completed your university degree but will do so before the BGSE program starts, you are of course also invited to apply. In that case, you will be asked to enter relevant information about your current studies during the online application process.

YOU WILL NEED THE FOLLOWING DOCUMENTS TO APPLY (INCL. GRANT APPLICATION AND CONDITIONAL OFFER TO PROCEED TO OUR DOCTORAL PROGRAM):

your application material checklist:
(1)   statement of academic purpose
(2)   CV
(3)   two letters of recommendation (uploaded by your professors)
(4)   GRE
(5)   TOEFL or IELTS or Cambridge CAE (if required)
(6)   academic transcripts
(7)   APS certificate (if required)

1. Your **statement of academic purpose** should outline your academic background, research interests, and career goals, ideally articulating how these align with the expertise of our faculty members. The statement should also explain your specific research areas of interest and your objectives for graduate study.

2. **curriculum vitae**,

3. You are required to **have two confidential letters of recommendation from your academic teachers**. Please ask your professors to address the following questions in their letters: Does the candidate belong to the top 5% or top 10% of his or her cohort (size of the cohort)? Is the candidate likely to perform well in a competitive, structured PhD program with a strong analytical focus?

   Once you have <u>submitted</u> your application, your referees will receive an automatically generated email with upload instructions and a submission link. (This email is typically sent within 24 hours. Please ask your referees to check their spam folder before reaching out to us, as the process is fully automated and emails are always sent to the provided addresses.)

4. A GRE Score Report (General Test Format) is required for **ALL** applicants.
   The average quantitative GRE score of our successful applicants is 165. The minimum required **GRE quantitative score** for an application to the BGSE is **160**.
   Please upload an official copy of your GRE report and instruct ETS to give us official access to your scores so we confirm them via their online portal. Our (BGSE) institute number at ETS is 1359. If you receive an offer, this GRE score verification will be required for final admission.
   Students with a score below this threshold are not eligible to apply. If you have not yet met the minimum score, we recommend retaking the exam and applying once you have improved your results

5. **TOEFL or IELTS or Camebdridge Certifiacte (CAE)** (academic format) score report is required if English is not your first language or if the language of instruction of your previous degree is not English (curriculum must have been taught exclusively in English)
   A TOEFL iBT score of at least **100 with at least 23 in each of the 4 sections** is the minimum requirement.
   Please upload an official copy of your TOEFL report and instruct ETS to give us official access to your scores so we confirm them via their online portal. Our (BGSE) institute number at ETS is 1359. If you receive an offer, this TOEFL score verification will be required for final admission.
   IELTS in the academic format is also accepted. The minimum requirements for your **IELTS score are overall 7.0; reading 6.5; listening 6.5; writing 7.0; speaking 6.5**.
   Students with TOEFL iBT or IELTS scores below the required minimum are not eligible to apply. If you have not yet met the required scores, we recommend retaking the exam and applying once you have improved your results.
   If you submit a **Cambridge English certificate**, please note that it must be at least at the **CAE (C1 Advanced)** level.

   If English is your first language, please upload a self-declaration.

   If the language of instruction for your previous degree was English (the curriculum must have been taught exclusively in English), please upload a confirmation. A screenshot from the program's official website stating that the language of instruction is English is also acceptable.

6. **academic transcripts** (transcript of record, university degree/s, diploma supplements – of all degress you have obtained or are currently pursuing).

7. **APS certificate** is mandatory for applicants from China (except Hong Kong), India or Vietnam; included with the application or once they receive an offer.

We advise you not to leave your application until the very last minute – should you face technical problems and not be able to submit your application on time or will reference letters arrive after January 15, the BGSE, unfortunately, cannot accept your application.

GUIDE FOR THE ONLINE APPLICATION PORTAL

This guide was designed to help you submit your application to the Bonn Graduate School of Economics (BGSE) via the Online Application Portal of the University of Bonn.

When accessing the Online Application Portal, you can choose between two languages (German and English) in the upper right corner of the screen. Make sure to use the English language version.

If this is the first time you access the portal, please make yourself familiar with the application procedure by choosing the respective link (*Application Procedure*) on the menu.

Before you can start your application (click on *New Application*), you need to register:
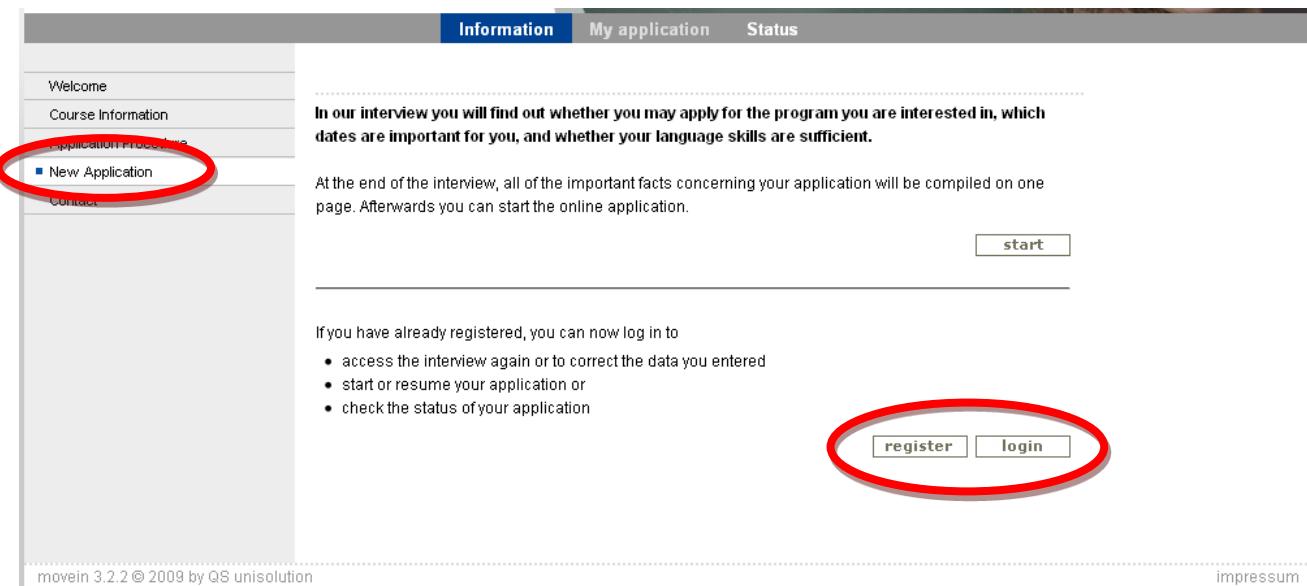
When registering, you will be asked to fill in some personal data. After you have done so, you can immediately log in to start the application procedure with your chosen username and password.

NOTE: If you want to continue your application or check the status of your application *after you have already registered and started the application procedure*, do **not** try to access your application via *New Application→ Login*. Instead, click on *Status* at the center of the page to log in and continue with your application or review it.

QUESTIONNAIRE (STANDARDIZED, DIGITAL INTERVIEW)

You will first go through a small catalogue of questions that was designed to find out whether you meet the basic requirements of the combined M.Sc. Economic Research / Doctoral Program at the Bonn Graduate School of Economics. Please choose "**Dr. rer. pol. (Ph.D. equivalent) incl. research master**" and as a second step "**Economic Research M.Sc./Ph.D. track**" for the combined M.Sc./Doctoral Program.

At the end of the questionnaire, you can review your answers, make corrections if necessary, and verify your data before continuing to the application itself. Once the data has been verified, you will not be able to return to the interview. Please make sure you read all the instructions carefully.

APPLICATION

You need to fill in all sections of the application form in order to complete it. The menu will give you an overview of the sections you have already completed or still need to complete:

Note on Language Skills:

Please note that the BGSE only accepts IELTS or TOEFL score reports as proof of English language skills. You don't need to submit IELTS or TOEFL scores if you are a native speaker or if your previous degree has been instructed in English exclusively.

Note on References:

You need to ask two of your academic teachers to provide a confidential letter of recommendation to the BGSE. Please ask your professors to preferably address the following two questions:

1) Does the candidate belong to the top 5% or top 10% of his or her cohort (size of the cohort)?
2) Is the candidate likely to perform well in a competitive, structured Ph.D. program with a high analytic content?

Once you have completed your application, your professors will get an automatically generated email with some instructions and an upload link.
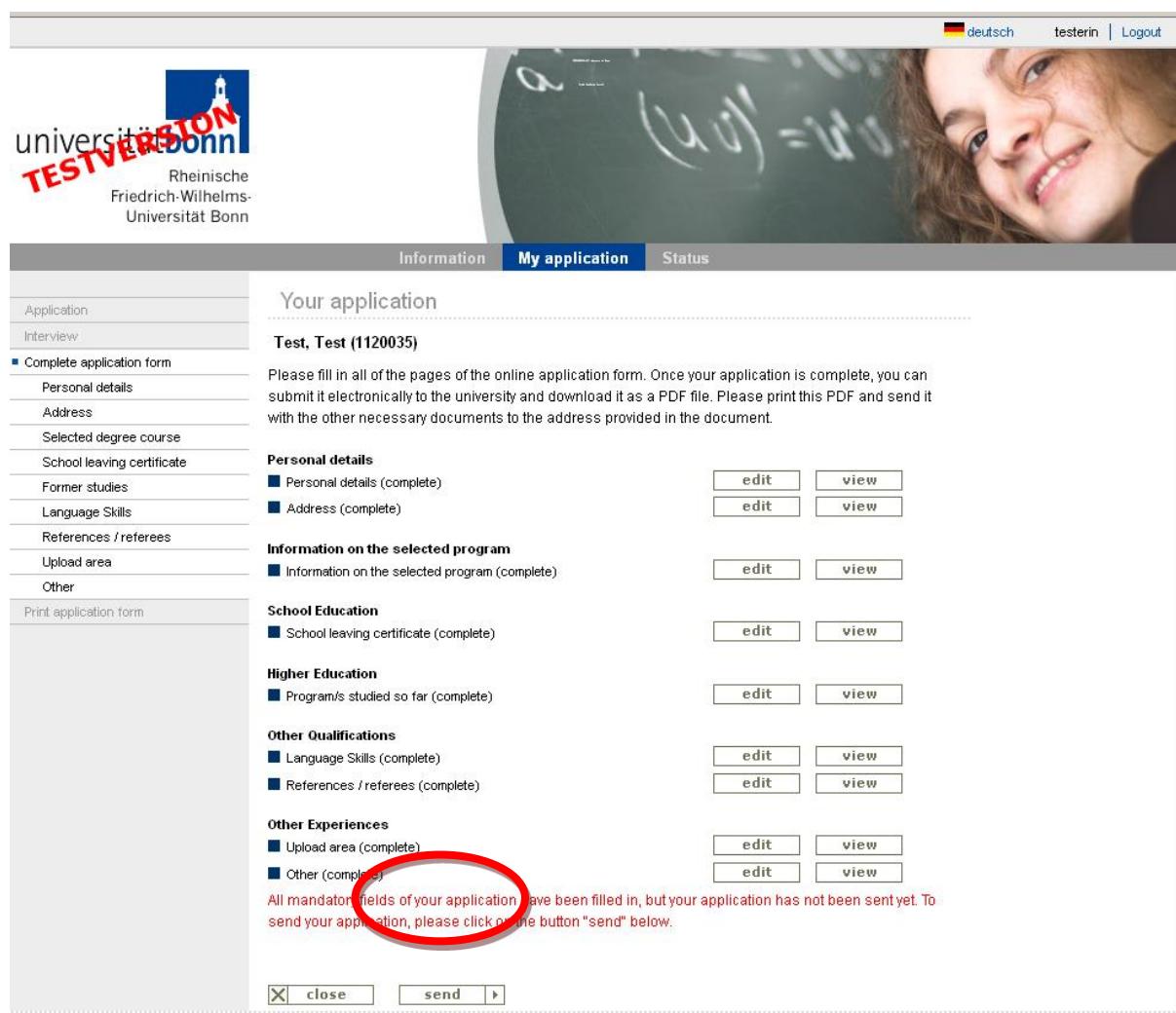
Note on Upload Area:

All uploaded files have to be in pdf format. The size must not exceed 2000 kByte.

<u>Note on forwarding your application material to the regular M.Sc. in Economics program:</u>

Towards the end of the application procedure, you will be asked if your application should automatically be considered for the regular M.S.c in Economics in case your application for the research/Ph.D. track with a scholarship is not successful. If you choose "yes", your material will be evaluated for the regular master program. Please note that acceptance for the regular master program comes *without a scholarship and without a conditional offer for our doctoral program*. Anyhow, you would still have the option to specialize in economic research and take the compatible classes.

<u>Completing the application:</u>

Once you have completed the application procedure by filling in all required information and by uploading all necessary documents, the menu will state that you have not yet sent your application and asks you to click on *send*.

It is only possible to submit the application <u>once</u>. Please note that you will not be able to revise your application once you have submitted it.

CLOSING REMARKS

The pdf package that is generated after you have submitted your application is for your personal records. Do not send it to the BGSE.

Make sure that all your documents arrive at the BGSE office by January 15. Late applications will not be accepted.

If you present a detailed offer by another doctoral program, you can ask the BGSE to reach a decision outside the deadlines.

If you have any further questions, please write an email to info.bgse@uni-bonn.de. If possible, include your application number in the email.

We are looking forward to your application and wish you good luck!

YOUR FINAL CHECKLIST

Have you…	
…asked two professors to write a letter of recommendation?	
…uploaded your GRE score report and given ETS the BGSE code?	
…uploaded TOEFL/IELTS score report or asked the respective organization to send it to the BGSE unless you are a native speaker of English or your previous studies have been in English exclusively?	
…uploaded all other necessary documents, completed the online application and sent it?	

Please note: If your application turns out to be successful, you will be asked to present the originals of your academic transcripts and score reports prior to the beginning of the program.