



## Instructions for filling out the online application form

### General guidelines

1. To access the Online application section, click on the "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 log in page. Login 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 repeating the login process.

(Note: If you are still in the same session, do not return to the application form by clicking on the "back" button, instead, 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 filling out the letter writers contact details as well as some basic information about you (all the fields in blue font in sections I and II as well as the authorization checkbox at the end of the form), the online system will let you submit each letter writer's contact details without having to submit the entire application form. Please note that, once submitted, the letter writer's details as well as the field in blue font will no longer be modifiable. After you submit this part of the application form, 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 2020** and closes on **31 May 2021**. However, in order to be eligible for funding we must receive your application by **1 February 2021**.
  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 need the test scores of the TOEFL exam (Test of English as a Foreign Language) or the IELTS exam (British Council International English Language Testing System). Nationals of an English-speaking country or students who earned their undergraduate degree from an institution located in an English-speaking country are waived of this requirement. Please select the appropriate checkbox if this case applies to you and provide a description of the reasons in the delimited space.

You may submit your application before having your English scores. If you do so, please list on the application form your test date. Once you receive the English test scores, email them to us at [admissions@cemfi.es](mailto:admissions@cemfi.es) and we will update your application. Do not forget that your application will be not be complete until we have received all the required documentation and information. Deadlines apply to complete applications.

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

## **Graduate Record Examination (GRE)**

Applicants must submit their Graduate Record Examinations (GRE) General Test scores. We prefer to receive the scores from the organization running the test (ETS). CEMFI's institutional code is 7046.

You may submit your application before having the GRE scores. If you do so, please list on the application form your test date. Once you receive the GRE scores, email them to us at [admissions@cemfi.es](mailto:admissions@cemfi.es) and we will update your application. Do not forget that your application will be not be complete until we have received all the required documentation and information. Deadlines apply to complete applications.

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.

In the exceptional case of not having access to a GRE test center in your country of residence, you may submit the scores of the GRE test at home, together with supporting documentation showing that the GRE test center was closed due to COVID-19.

## **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.

After filling out the letter writers contact details and some basic information about you (the fields in blue font in sections I and II of the application form), the online system will let you submit each letter writer's contact details without submitting the entire application form. Please note, once submitted, the letter writer details as well as the field in blue font cannot be modified. After you submit this part of the application form, 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.

### **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.

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

GRADUATE PROGRAM  
APPLICATION FORM  
MASTER

APPLICATION REF. : 14287 - R

## I. PERSONAL INFORMATION

Surname, Name: Bennet, Elizabeth A.	
Date of birth: 22/03/1992	
Nationality: United Kingdom	Passport: 12345678A
E-mail address: bennet@gmail.cemfi.com	
Postal address: 84 Charing Cross Road Westminster WC2H 0HU London United Kingdom	Phone number: 0044123456789

## II. UNIVERSITY STUDIES

NAME OF UNDERGRADUATE DEGREE			
Economics			
Field of specialization:	Applied Economics		
University:	Cambridge University United Kingdom		Average GPA out of a 4.0 scale
Country:			
Years:	2012 - 2016		3.9
PDF file	Document2.pdf - (14/11/2018 16:19:23)		
NAME OF GRADUATE DEGREE (IF ANY)			
Field of specialization:			
University:			Average GPA out of a 4.0 scale
Years:			
PDF file	- ()		

## III. ENGLISH LANGUAGE

Test of English as a Foreign Language (TOEFL) score: 115
And/or IELTS score:
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English-speaking country <input type="checkbox"/>
Please explain:

## IV. GRADUATE RECORD EXAMINATION (GRE)

Test date: 18-10-2015
Scores (% below)

Verbal: 165 (95)      Quantitative: 169 (97)      Analytical: 5.0 (93)

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#### V. REFERENCES

Name and surname	University or Institution	E-mail address
Fitwilliam Darcy	Cambridge University	darcy.f@gmail.cemfi.com
Mary Gardiner	London School of Economics	gardiner.m@gmail.cemfi.com

#### VI. STATEMENT OF PURPOSE\*

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#### VII. CURRICULUM VITAE\*

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#### VIII. OTHER COMMENTS ON YOUR APPLICATION OR YOURSELF

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#### IX. FINANCIAL AID

<input type="checkbox"/> I am applying for a waiver of the tuition fees.
<input type="checkbox"/> I am applying for a scholarship for living expenses.
<input type="checkbox"/> I am applying for an external source of funding ().

#### PERSONAL DATA PROTECTION CLAUSE

Following regulations in the Spanish Ley Orgánica 15/1999 of 13 December on Personal Data Protection, 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 2019-2021, with the sole purpose of serving as a data base used in the admissions process.

You may exercise your right to oppose, access, rectify, or cancel the data referred to above at any time, by writing to [admissions@cemfi.es](mailto:admissions@cemfi.es).