



Instructions for filling in the online application form Undergraduate Summer Internships 2019

General guidelines

1. To access the online application, click on the "Online application form" icon that appears in <http://www.cemfi.es/studies/internship/index.asp>. 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 in your inbox. Activate your user account using the link included in the message.

(Note: If you do not receive this message, please check your junk mail or spam folder, and add "cemfi.es" as a trusted domain in your anti-spam software.)

- Go back to the entry page of the "Online application" section. Login in as an account holder using your email address and password.
- Fill in the application form in English. All fields marked with a star (*) 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 login 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.)

- In the online application you will be able to upload the following documents:
 - Official transcript of grades obtained in your undergraduate studies.
 - Proof of English language skills.
 - Statement of purpose.
 - Curriculum vitae.
 - Other documents.

Note: Only files in PDF format are acceptable. Only one file for each of the five 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 completed, submit it by clicking on "Submit your application" at the bottom of the form. 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. Applicants must provide the contact details of at least one professor who is willing to provide a reference letter.
 4. Applications must be received by 5 April 2019 and decisions will be finalized no later than 15 May 2019. Early application is encouraged.

Here 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 foreigners' identity number (NIE) or a national ID card (NIF).

In the postal address field please include your current address, without using abbreviations. 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.

Submit your Average GPA score on a 4.0 scale. If the average score provided in your transcript is provided in a 10-point scale, convert it to a 4.0 scale by multiplying your score by 0.4.

Proof of command of the English language

Applicants who are not nationals of an English-speaking country or who are not studying in (or have not obtained their undergraduate degree from) an

institution located in an English-speaking country must provide recent proof of their command of the English language.

Standard ways are the Test of English as a Foreign Language (TOEFL), the Cambridge Proficiency or Advanced certificates, and the British Council IELTS. Other alternatives are also accepted. You may include the results from several tests, but make sure to merge them into a single PDF file.

Reference

Applicants must provide the contact details of at least one professor who is willing to provide reference letters. Please indicate the name, institution, and email address of your referees. Make sure that their email addresses are spelled correctly. Once the application has been submitted we will contact the professors and ask them to directly upload their letters in our online platform. We will notify you when we receive these letters.

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 internship. Applicants should also comment on how the program connects with their background, and with the overall orientation of their academic and professional career.

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 in this section. If you wish to submit several documents, you will need to merge them into a single PDF file.