

Instructions for filling out the online application form

PhD Applications

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)
 - Proof of English knowledge
 - Statement of purpose
 - Curriculum vitae
 - Other documents (names for letters of recommendations, GRE scores, research papers)

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.
 - 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 **23 April 2021**.
 4. 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.

Curriculum vitae

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

Undergraduate and Graduate Studies (weight on evaluation-40%)

Please include the full name of the undergraduate and graduate degrees 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 (weight on evaluation-20%)

You need a level C2 English proficiency according to [the Common European Framework of Reference for Languages \(CEFR\)](#). This requirement can be satisfied by a minimum score of 100 in the TOEFL exam (Test of English as a Foreign Language) or by alternative certifications. 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 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.

Other Merits (weight on evaluation - 20%)

1. 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.

We strongly recommend that one of the letter writers is the director of your master program.

2. Research Papers

Applicants can provide up to 2 research papers that demonstrate their knowledge and expertise in the chosen field.

3. Graduate Record Examination (GRE)

Applicants can 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 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.

Statement of purpose (weight on evaluation – 10%)

Applicants must submit a statement of purpose of no more than 2 pages. 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.

Interview (weight on evaluation – 10%)

Applicants will be invited to have an interview, in person or on line, with two professors from CEMFI, who will then provide their evaluation of the candidate to the Admissions Committee.

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.

Online application

GRADUATE PROGRAM
APPLICATION FORM FOR DOCTORAL PROGRAM (DIRECT ENTRY)

Before starting your application, please carefully review the [Admissions section](#). In addition, please read the [Instructions for Online Application](#) for detailed information on how to complete the online application form.

NOTE: Fields marked with an asterisk (*) are required.

I. PERSONAL INFORMATION

Surname (family name)*

Palomino

Second surname (Second family name)

Muñoz

Name*

Javier

Type of ID Document*

National ID card (DNI)

ID document number*

51446946V

Date of birth* (dd-mm-yyyy)

18-11-1979

Nationality*

Spain

Phone number *

914290551

Postal address:

Street address*

Casado del Alisal, 5

Line 2

City*

Madrid

Province / State

ZIP code*

28014

Country*

Spain

II. UNIVERSITY STUDIES

Name of undergraduate degree

Economía

Field of specialization

University*

UC3M

Country*

Spain

Starting year* 2005

Finishing year* 2008

Average GPA out of a 4.0 scale*

4.0

PDF file* Examinar...

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Name of graduate degree

Economía2

Field of specialization

University*

UC3M

Country* Starting year* Finishing year* Average GPA out
of a 4.0 scale* PDF file*

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III. ENGLISH LANGUAGE

Test of English as a Foreign Language (TOEFL) score: * and/or IELS Score:

and/or other certification for C2 level (specify):

Check if national of an English-speaking country or have pursued undergraduate degree (4 years) in an English-speaking country.

Please explain

Note: Please note that a PDF file with official score reports must also be uploaded.

PDF file

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IV. REFERENCES

Important notice: After completing the fields in blue in Sections I and II as well as clicking on the authorization at the end of the form, you may submit the letter writers' information before submitting the entire application form. Please note that, if you do so, the fields in blue and the letter writers' information will no longer be editable. Also note that the remaining sections will need to be submitted before the deadline.

Name and surname*	University or Institution*	E-mail address*
<input type="text" value="Perri Meison"/> *	<input type="text" value="UC3M"/> *	<input type="text" value="palomino@cemfi.e"/> * Send now
<input type="text" value="Harry Potter"/> *	<input type="text" value="UC3M"/> *	<input type="text" value="palomino@cemfi.e"/> * Send now

V. STATEMENT OF PURPOSE*

PDF file

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VI. CURRICULUM VITAE*

PDF file

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VII. GRADUATE RECORD EXAMINATION (GRE)

Test date

GRE Scores (% below):

Verbal () Quantitative () Analytical ()

Note: Please note that a PDF file with the official score reports must also be uploaded.

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*If you have taken your GRE exam yet, please indicate the date of your test.

VIII. OTHER COMMENTS ON YOUR APPLICATION OR YOURSELF

aaaa

PDF file **Examinar...**

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IX. FINANCIAL AID

I am applying for a waiver of the tuition fee * YES NO

I am applying for a CEMFI scholarship for living expenses* YES NO

I am applying for an external source of funding* YES NO

If so, specify: **cemfi**

Data Protection Information: Fundación Centro de Estudios Monetarios y Financieros (CEMFI) - NIF: G79812806. Address: Casado del Alisal, 5. 28014 Madrid. Phone: +34914290551. Email: lopd@cemfi.es

At CEMFI, we treat the information you provide to us in order to keep you informed about our activities. The data provided will be retained until you exercise your right of cancellation. You have the right to access your personal data, correct inaccurate data or request its deletion when the data are no longer necessary. The data will not be transferred to third parties.

I consent *

Yes No

Save application for future access

Submit your application