

DECEMBER 2017

**BONN GRADUATE SCHOOL OF ECONOMICS (BGSE)
M.Sc. ECONOMIC RESEARCH / DOCTORAL PROGRAM
APPLICATION REQUIREMENTS (PAGES 1-2) AND
GUIDE FOR THE ONLINE APPLICATION PORTAL (PAGES 3-6)**

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.

Application deadline for the program starting in October is **March 31**.

There is an early admission round for complete applications handed in before **February 9**. Applications from candidates who are not successful in the early admission round will be reviewed again with all other applications in the main admission round after March 31.

Applicants who present a detailed and adequate offer by another doctoral program as well as extraordinarily qualified candidates may ask the BGSE to reach a decision outside the deadlines (**rolling admission**).

Incomplete applications will not be considered. In particular, letters of recommendation and other necessary documents that arrive after the deadline imply that the application is incomplete.

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 learn the decision of the admission committee latest by the end of May.

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

your application material check list:

- (1) GRE
- (2) TOEFL or IELTS (if required)
- (3) two letters of recommendation (uploaded by your professors)
- (4) letter of motivation
- (5) CV
- (6) academic transcripts
- (7) APS certificate (if required)

(1) GRE score report (General Test Format)*

The average **quantitative GRE score** of our successful applicants has been 165.

There is no point in applying if your GRE quantitative score is below 160. If you have not reached 160 points, we recommend you to re-take the exam and to apply once you have improved your score.

(2) TOEFL or IELTS (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. **There is no point in applying if your TOEFL iBT score is below that. If you have not reached these scores, we recommend you to re-take the exam and to apply once you have improved your scores.**

The minimum requirements for **IELTS** scores (academic format) are: Overall 7.0; Reading 6.5; Listening 6.5; Writing 7.0; Speaking 6.5. **If you have not reached these scores, we recommend you to re-take the exam and to apply once you have improved your scores.**

(3) Furthermore, 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 PhD program with a high analytic content?

Once you have submitted your application, your professors will get an automatically generated email with some instructions and an upload link.

When submitting your online application, be prepared to also have the following documents ready as pdf files for uploading:

- (4) **letter of motivation,**
- (5) **curriculum vitae,**
- (6) **academic transcripts** (transcript of record, university degree/s, diploma supplements).
- (7) **APS certificate** is mandatory for applicants from China, Mongolia or Vietnam; included with the application or once they receive an offer.

* Please upload an official copy of your GRE / TOEFL report and instruct ([ETS](#)) to give us official access to your scores so we confirm them via their online portal. Our institute number at ETS is 1359. We cannot accept a screenshot of your score or unofficial pdf taken from your personal account with ETS.

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 March 31, the BGSE unfortunately cannot accept your application.

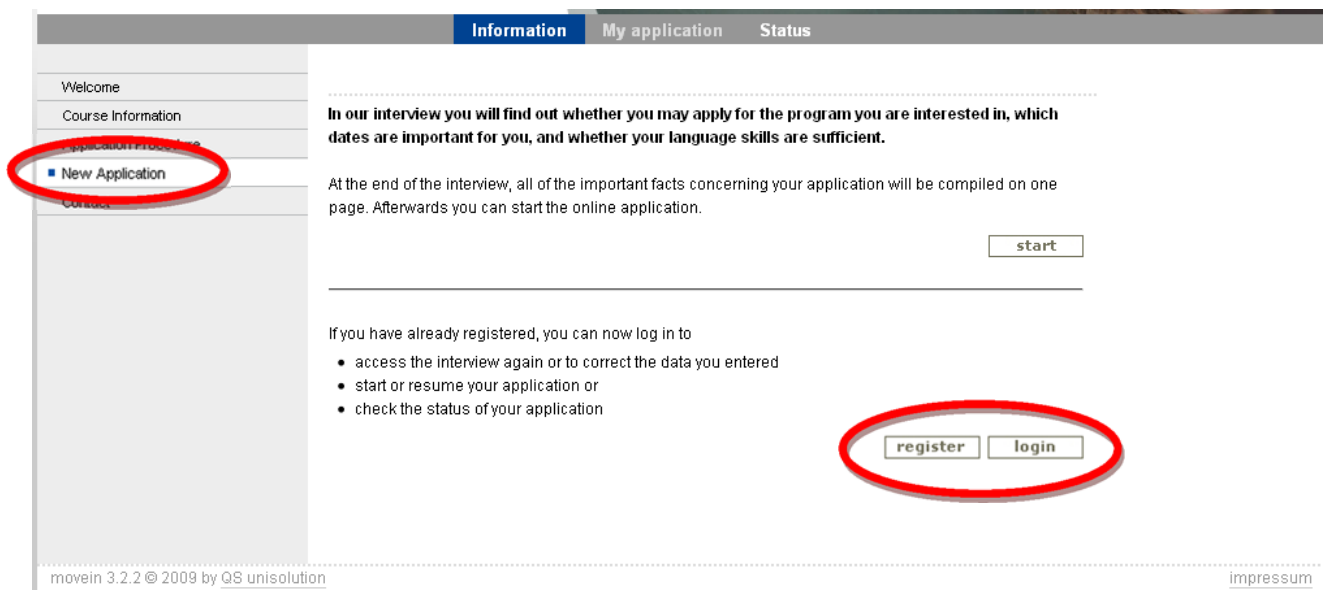
GUIDE FOR THE ONLINE APPLICATION PORTAL

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.

INTERVIEW

You will first go through an interview 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. (phd 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 interview, 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 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:

The screenshot shows the 'My application' section of the online application form. The page is titled 'Your application' and displays a list of sections to be completed, each with an 'edit' button. The sections are:

- Test, Test (1120035)**: Please fill in all of the pages of the online application form. Once your application is complete, you can submit it electronically to the university and download it as a PDF file. Please print this PDF and send it with the other necessary documents to the address provided in the document.
- Personal details**:
 - Personal details (to be completed) [edit]
 - Address (to be completed) [edit]
- Information on the selected program**:
 - Information on the selected program (to be completed) [edit]
- School Education**:
 - School leaving certificate (to be completed) [edit]
- Higher Education**:
 - Program/s studied so far (to be completed) [edit]
- Other Qualifications**:
 - Language Skills (to be completed) [edit]
 - References / referees (to be completed) [edit]
- Other Experiences**:
 - Upload area (to be completed) [edit]
 - Other (to be completed) [edit]

The page also includes a navigation menu with 'Information', 'My application', and 'Status'. A sidebar on the left lists various application sections, with 'Complete application form' selected. The footer contains the text 'movein 3.2.2 © 2009 by QS unisolution' and 'Impressum'.

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 PhD 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.

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

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 an 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 according classes.

Completing the application:

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*.

The screenshot shows the application portal for the University of Bonn. The header includes the university logo, a 'TESTVERSION' watermark, and navigation links for 'deutsch', 'testerin', and 'Logout'. The main navigation bar has 'Information', 'My application', and 'Status' tabs. The 'My application' tab is active, displaying 'Your application' for 'Test, Test (1120035)'. A sidebar on the left lists application sections: Application, Interview, Complete application form (with sub-items: Personal details, Address, Selected degree course, School leaving certificate, Former studies, Language Skills, References / referees, Upload area, Other), and Print application form. The main content area shows a list of completed sections with 'edit' and 'view' buttons: Personal details, Address, Information on the selected program, School Education, Higher Education, Other Qualifications, and Other Experiences. A red circle highlights the 'Other' section under 'Other Experiences', which is marked as 'Other (complete)'. Below this, a red message states: 'All mandatory fields of your application have been filled in, but your application has not been sent yet. To send your application, please click on the button "send" below.' At the bottom, there are 'close' and 'send' buttons.

It is only possible to submit the application once. 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 March 31.
Late applications cannot be accepted.**

You will learn the decision of the admission committee in May.

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 or asked ETS to send it to the BGSE?	
...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.
