

Master of Science Economics Application Guide

This guide is designed to help you with submitting your application for the Master of Science in Economics via the University of Bonn's Online Application Portal.

The application deadline is **April 30** for the program starting in October, i.e. all required application documents must have arrived by April 30, except for the reference letter: **Professors can upload the recommendation letter until May 4.**

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, the BGSE unfortunately cannot accept your application.

We will confirm the receipt of your application documents by e-mail. **This might take up to a week as we need to review many applications every day.**

The admission committee will evaluate only complete applications. We will inform all applicants by e-mail about the decision of the application committee in **June.**

Documents to be uploaded:

Before starting the online application procedure, you should have the following documents ready for upload (pdf):

- a short **curriculum vitae** (CV)
- **academic transcripts** (listing all the classes you have taken and all the grades you have received) and university degree/s*
- **TOEFL or IELTS score report or other proof of English proficiency (not required if English is your first language or if the language of instructions of your previous degree was English exclusively.)**
- **bibliography:** (list of 10 – 15 books which were used in your bachelor studies, including titles and authors)
- **optional: GRE** score report (General Test Format**)

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

**The GRE is not required but strongly recommended especially for non-EU applicants.

Reference Letter:

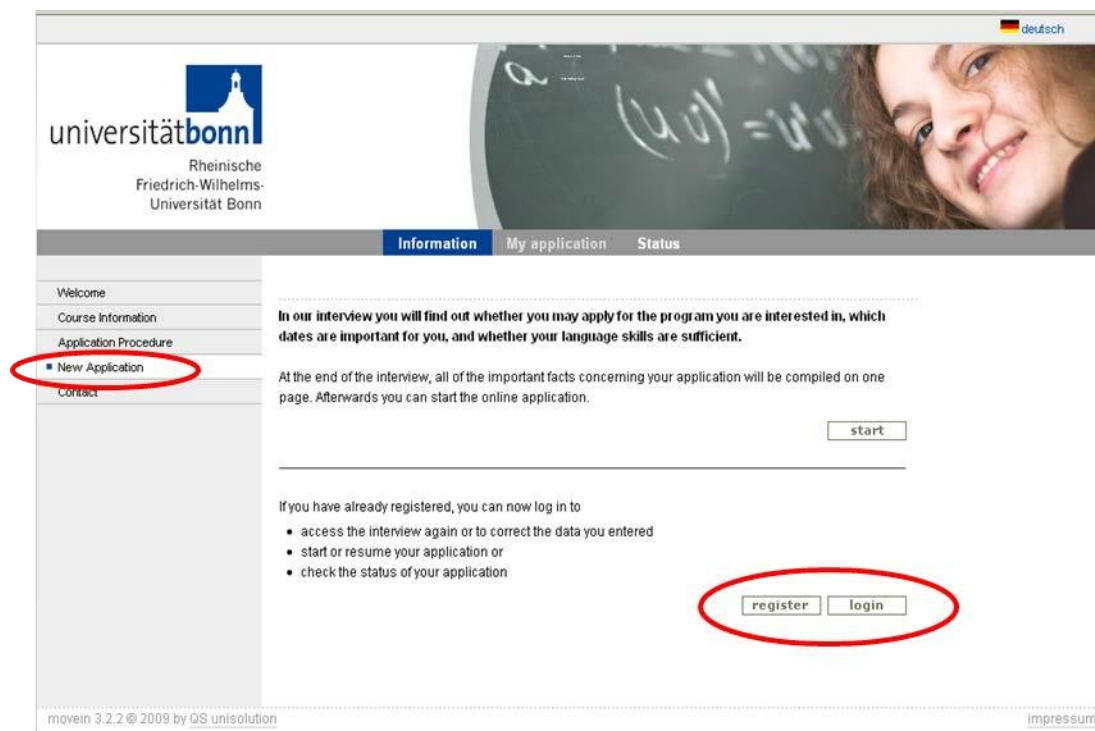
You need to ask one of your academic teachers to send a **confidential** letter of recommendation. Once you have completed your application, your professors will get an automatically generated email with some instructions and an upload link. The letter should:

- have an official letter head from your university,
- be signed by the referee personally ,
- be attached as a pdf to the email ,
- be sent from the professor's official email account.

Guide for the online application portal:

When accessing the Online Application Portal for the first time, you can choose between two languages (German and English) in the upper right corner of the screen.

Please familiarize yourself 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 and log in to continue with your application or to review it.

Preliminary questionnaire:

First, you will go through a few questions which were designed to find out whether you meet the **formal entry requirements** of the Master of Science program in Economics.

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 have been verified, you will not be able to return to the interview.

Application:

You need to fill in all sections of the application form marked with an asterisk (*).

In the menu, you can edit all information and uploads. All uploads need to be in **pdf format** and must not exceed 2,000 kbyte.

Once you have sent your application, you will not be able to make any further changes to your application. Please check if all information is correct and complete before clicking on "*send.*"

Note that it is possible to submit the application only once.

The pdf that is generated after you have submitted your application is for your personal records. Do **not send** it to the University of Bonn. Also, **do not send any original documents**. For the application, we only need your documents uploaded in the application portal.

After you have sent your application, you can check the status of your application in the Online Application Portal.

You will receive an e-mail confirming the receipt of your online application. Again, this might take a week or sometimes even longer, as we are receiving many applications every day – it will take longer towards the end of the application period. If we ask you to send us additional (missing) documents, please send them by e-mail to master.econ@uni-bonn.de.

If you have any further questions, you can write an e-mail to master.econ@uni-bonn.de. Please make sure that you have read all the information offered in this guide, on our internet page, and in the Frequently Asked Questions (FAQs) before contacting us. In order for us to identify your application quickly and correctly, **please include your application number in your e-mail**.

Your final checklist

Have you...?	
...uploaded your CV?	
...uploaded your academic transcripts?	
...uploaded or sent to us your proof of English proficiency? (only if you are not a native English speaker or if the language of instruction of your degree was not exclusively English)	
...uploaded your bibliography?	
...asked one of your professors to send us a letter of recommendation?	
...uploaded all other necessary documents (eg. the optional GRE, or APS certificate for some students), 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.
