

# MGSE Application Guide

Required are the following documents (**checklist on the last page**):

## 1. Letter of Motivation

The Letter of Motivation is key to your application.

- Please express your intention to study at the MGSE and highlight your research interests.
- We recommend you to be specific about your past studies and your reasons for being interested in the MGSE program.
- We ask you to outline your fields of interest, and your long-term professional aims.
- Avoiding being too generic can strengthen your application.
- Your letter of motivation must be in English and shall not exceed one page.

## 2. CV

Your CV must be in English and shall not exceed two pages.

## 3. Master's Degree and Transcript of Records

We require knowledge in microeconomics, macroeconomics, and econometrics at an advanced master's level. The standard entry requirement is a completed master's degree in economics. The degree should be passed with distinction (a minimum average grade of 2.5 in the German system).

Students who possess a master's degree in a field closely related to economics are also welcome to apply. This includes graduates holding a degree from fields such as statistics, mathematics, physics, or other fields with a solid education in quantitative methods.

If you have not yet finished your current degree, please attach a preliminary grade report. Please note, successful applicants will need to prove the completion of their master's degree by end of September at the latest to be able to start their doctoral studies in October.

## 4. Bachelor's Degree and Transcript of Records

## 5. Certificate of Secondary Education (if available)

## 6. Proof of sufficient command of English

English proficiency can be proven in one of the following ways:

1. TOEFL or IELTS test results
2. Completing a master's degree
  - a. at an English-speaking university
  - b. or in an English-taught program
3. Being a native speaker

## 7. GRE Test Results

We require all applicants to send their score report directly to the MGSE via the Educational Testing Service (ETS). The ETS code number of the MGSE is **1883**. In exceptional cases we may accept a scanned version of your GRE score report. Screenshots of your GRE results will not be accepted.

In general, we expect applicants to score in the quantitative part of the GRE at or above the 80th percentile. In the past, the typical successful candidate scored around or above the 90th percentile. *Note:* We will accept [GRE Test At Home](#) results as well for the current applications (Nov 23 – Jan 24)

For details please see\* [www.gre.org](http://www.gre.org)

### **8. Academic letters of recommendation**

You will be required to provide contact details of **two (2)** academic referees who have agreed to write a letter of recommendation for you.

Both of your referees should be able to assess your academic ability and potential. In case you have worked on a research project, a member of the research institute can also send a letter of recommendation.

If you are shortlisted your referees will be contacted by us directly and will be asked to upload the letters of recommendation, containing official university letterhead and the signature of the referee, to the application system.

Please be aware of the respective deadlines until your referees have to provide their letter to us.

Please note that we cannot accept letters of recommendation sent or uploaded by the candidates themselves.

### **9. APS Certificate**

Applicants from Chinese universities are strongly recommend to submit approval of their master's degree from the APS (Akademische Prüfstelle) in Beijing. For more information visit\* [www.aps.org.cn](http://www.aps.org.cn).

### **10. General Information**

- All documents must either be in English or German (with the exception of the letter of motivation and CV, which must be in English). Documents in other languages will need to be submitted with a certified translation into either English or German.
- Fluency in German is not required for admission.
- Answers to the most common questions are found in our [FAQs](#). If you have any doubts as to whether you fulfill the requirements specified above, please feel free to [contact us](#).
- Files must be less than 50 MB. Allowed file types: pdf jpg png jpeg; ideally, please upload a pdf file.

## Checklist:

### Uploads in the Application Tool:

Letter of Motivation, in English, max. 1 page

CV, in English, max. 2 pages

Transcript of Records

Master's Degree

*if you have not yet finished your current degree: preliminary grade report*

Bachelor's Degree and Transcript of Records (merge both to one document)

if available: Certificate of Secondary Education

Proof of sufficient command of English

*(e.g. TOEFL, explanation on completing a master's degree from an English-speaking university or English-taught program, explanation on being a native speaker)*

if applicable: APS Certificate

Indicate the two academic referees.

Make sure the referees are aware that they will be contacted from us with the request for their letters.

Make sure that your referees are aware of the deadline for handing in their letters (though the information about the deadline will be given again in our request).

### Outside from Application Tool:

Indicate at GRE that you want your test score sent directly to MGSE via the Educational Testing Service (ETS). ETS code number of the MGSE: 1883.