Checklist for Application

Zurich Graduate School of Economics

Deadline for application: January 31, 2016

You will be asked to submit the following documents:

Degrees

☐ copies of university diplomas including the diploma supplement
  (documents in English, German, or French require no translation; documents in any
  other language must be translated into English or German and certified for official
  use)

Additional documents

☐ curriculum vitae

☐ transcripts of academic records
  (documents in English, German, or French require no translation; documents in any
  other language must be translated into English or German and certified for official
  use)

☐ GRE General Test results
  (we strongly recommend that applicants take the GRE General Test. Applications
  without GRE will be reviewed, but not submitting GRE test results will be considered
  a major drawback and must be offset by very strong academic credentials.
  Furthermore, Applicants obtaining a university degree from a non-Bologna country
  have to hand in a GRE in order to have a chance to be admitted)

☐ TOEFL (Test of English as a Foreign Language)
  (Proficiency in English is required. if no official evidence is available, you should ask
  at least one referee to elaborate on your ability to understand, communicate, and
  write in English. Applicants obtaining a university degree from a non-Bologna country
  whose native language is not English, have to hand in a recognized English
  certificate and meet the minimum requirement of the University of Zurich in order to
  have a chance to be admitted)

☐ A Statement of Purpose concerning your plans for doctoral studies and career
  objectives. The statement should be written in English and should not exceed 1,500
  words.
One copy of an essay that you have written
(a seminar thesis for example, a Master’s thesis or a research proposal, etc. The purpose is to get an idea of how your scientific work is)

Letter of recommendation

You will be asked during your online application to invite referees to submit a letter of recommendation on your behalf and you have to submit at least 2 letters in order to complete your application.

IMPORTANT

Your application will not be processed before you have submitted it by clicking the submit button at the bottom of the online application tool. Please check all the details of your application before submitting it. Once you have submitted your application, you will not be able to make any changes. Your application will be evaluated after the application deadline.

The online application tool provides you with detailed instructions. If there is any other information you require, please contact dpe@econ.uzh.ch.

NOTE: Application documents submitted by regular mail will not be considered!