



Checklist for Application

Applications for the following academic year open each year in October. Please use our [online recruitment portal](#) to submit your application.

Annual submission deadline: 15th of January

The following documents are required:

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 (*It is **strongly recommended** that applicants take the GRE (Graduate Record Exam) General Test. Applications from a "Bologna Accord" country without GRE scores will be reviewed, but not submitting GRE results will be considered a major drawback and must be offset by other strong academic credentials. Applicants obtaining a university degree from a non-Bologna country must take the GRE in order to be considered*)
- TOEFL (Test of English as a Foreign Language) (*All courses are given in English and applicants to the program must show proficiency in English to be considered for admission. No specific test is required, but applicants who have taken the TOEFL (Test of English as a Foreign Language) are encouraged to provide a copy of the official test results. Applicants obtaining a university degree from a non-Bologna country whose native language is not English must provide a recognized English language certificate (IELTS, TOEFL, CPE, or CAE) in order to be eligible for admission.*)



- 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
(The essay is typically your Master thesis, an excerpt of it, like the first chapter, or a draft if not yet finished. It could also be a paper, published or term paper, whatever you think demonstrates best your research ability.)

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.

Students who wish to apply for the [UBS Center Scholarship](#) must upload a **personal statement** explaining their reasons for applying to that specific institution. The statement has to be written in English and should not exceed 1000 words. It does not replace the Statement of Purpose mentioned above.

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 zurichgse@econ.uzh.ch.

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