

How to Apply Checklist for the Economics Ph.D. Program at UCSB

- Complete and submit the online application for admissions consideration to our graduate program online at: <https://www.graddiv.ucsb.edu/eapp/>
- Pay the Non-refundable application fee of **\$105.00** for domestic applicants and **\$125.00** for international applicants.

** Please note: No application will be processed or released to the academic department until the application fee has been received.*

As part of the online application, applicants must send or upload the following materials directly to the UCSB Graduate Division.

- Official Graduate Record Examination (GRE) scores forwarded directly from the testing institution. The ETS institution code for UCSB is 4835, and the Economics department code is 1801. GRE scores can be no more than five (5) years old at the time of application.
- Official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam scores (international students only) forwarded directly from the testing institution. The ETS institution code for TOEFL scores for UCSB is 4835, and the Economics department code is 84. TOEFL or IELTS scores can be no more than two (2) years old at the time of application.
- Statement of Purpose Essay
- Personal Achievements/Contributions Essay
- Resume or CV

For more information on the three above listed documents that you are required to submit, please visit the website of: <http://www.graddiv.ucsb.edu/admissions/how-to-apply/#statements>

*Please note that the above three documents must be (are required) to be submitted online. **Applicants should also take the time to clearly and carefully label each document with the proper title.** In general, each of the two essays should be about two pages long an application to for the Ph.D. program.

- Letters of Recommendation

Three letters of recommendation are required as part of your application. Four is the maximum allowed. Letters of recommendation are submitted online via the Graduate Application. You will be asked to supply the name, email address, and current institution of each recommender. Once that information is supplied, the online application will provide recommendation submission instructions to any of your recommenders via email. Recommenders may upload letters in PDF file format only. Letters of recommendation are most effective when they come from economics faculty.

- Official Transcripts from all post-secondary educational institutions attended, including community colleges, summer sessions, and extension programs, must be carefully and neatly scanned and uploaded into the online application.

***International applicants should additionally note that all uploaded official academic transcripts must include both the version in the native/original language along with certified, complete, and exact literal English translations by the school or an official agency. Unofficial copies made by the applicant or UC faculty and staff are unacceptable.**

More information on applying is online at: <http://www.graddiv.ucsb.edu/admissions/how-to-apply#completing>

Important Information about Uploading Official Transcripts for your Graduate Program Application to the Department of Economics

The UCSB Graduate Division now allows and requires “unofficial” transcripts to be uploaded into the online application. **The uploaded transcripts are required to be official documents created by the university and/or college you have attended or are currently attending.**

The Department of Economics places strict guidelines on the transcripts you submit in your online application.

- Transcripts are required from ALL post-secondary educational institutions attended, including community colleges, summer sessions, and extension programs.
- International applicants should make sure that uploaded documents include both the original language transcript and certified English translation. English transcripts are required and must be a complete, exact and literal translation of the original transcripts. English translations must be provided by the school or an official agency. Unofficial copies made by the applicant or UC faculty and staff **are unacceptable.**
- Transcripts must be scanned official and original copies of transcripts (produced by the university) provided to the student by the official office of record. (i.e. Registrar’s office) or official electronic originals from the university.
- Remove your Social Security Number by crossing/blacking out numbers before uploading (if applicable).
- **Transcripts are not accepted if they are;** photocopies of originals or printouts from a generic student academic records website.
- International Applicants: Please include your degree certificate within the same file if you have received your degree.

Tips for uploading official transcripts

- Scan a copy of a current **official** transcript
- Save document as a PDF and that its size does not exceed **10MB**
- Ensure that the institution name and all other identifying marks are visible and clearly legible and that your scan can print on letter-size paper - 8 ½ by 11 in (21 ½ by 30 cm)
- Make sure scanned images are not crooked or off center.
- Be sure to include a copy of the transcript legend or university key for each institution (usually found on the backside of the official transcript or in the school’s general catalog or website)
- Click the “view document” button to verify whether the uploaded document is legible, if it is not legible, try again