



UNIVERSITY of
SAN FRANCISCO

University of San Francisco

Application for Graduate Admission



master of arts in

economics

College of Arts and Sciences





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SAN FRANCISCO

Application for Graduate Admission Master of Arts in Economics

Who May Apply

Applicants must hold a Bachelor's degree, preferably in Economics or Business.

Please Note: The Department of Economics offers two graduate programs — the M.A. in Economics and the M.A. in International and Development Economics. Applicants can apply to only one of these programs.

Length of Program

The program is two years for full-time students.

GRE Scores

The GRE is not required. Applicants with non-Economics backgrounds may want to submit the GRE score if it will strengthen your application. The USF school code for GRE is **6996** or **4850**.

Application Dates

The priority application deadline is **March 1** for fall (August) admission. Applications are only considered on a space-available basis after this deadline until **April 1**.

For priority consideration for admission, applicants are encouraged to submit all application items to USF at least several weeks before the application date of March 1.

Application Items

FIRST STEP: Application Form and Fee

Submit the form and application fee (\$55; payable to the University of San Francisco) online at www.usfca.edu/grad/applyonline or by mail. Submit this form **first** in the application process.

Send all application items to the Office of Graduate Programs. Do not send application items to the Department of Economics.

Please ensure that the full name on your application form and each application item are identical. If your names differ in any way, include a note with your application items so that the Office of Graduate Programs can match your items to your application file. Also, include the name of your graduate program on each application item and your birthdate.

Transcripts

Submit one official transcript (academic record) from each university, college (university-level), or community college that you have attended. International students also need to submit a copy of the transcript and diploma (document that indicates that a Bachelor's Degree has been completed) in the original language and in English translation.

Letters of Recommendation

Submit two letters of recommendation (academic or professional preferred; e.g. professor or work supervisor) with the forms provided.

Statement of Purpose

A 2- to 3-page typewritten, double-spaced statement of purpose that describes your background, reasons for applying to the Economics program, and your educational and career goals.

Résumé

Submit an updated résumé that describes your employment history and other experience that may be relevant and beneficial to the graduate program to which you apply.

International Students

(Not a Citizen or Permanent Resident of the U.S.)

Visit www.usfca.edu/asinternational for important information for international applicants, including test score policies. Non-immigrant students must include a **non-U.S. mailing address**. In addition to the application items listed above, international students need to submit the following:

English Language Exams

Submit official TOEFL, IELTS or PTE exam scores. A minimum TOEFL of 79 (iBT), 550 (PBT), or minimum IELTS score of 6.5 is required. Subsection scores on TOEFL exams must be 17 or higher for any section – listening, reading, speaking and writing.

Do not submit an application if you did not achieve these minimums. Students with TOEFL scores below 100 or IELTS below 7.0 must take an ESL course at USF in the first semester of graduate studies. The USF school code for TOEFL is **6996** or **4850**.

Certification of Finances

(Required in Application—Please Read Carefully)

International applicants who require an F-1 student visa must verify that they (or sponsors) can fund their tuition and living expenses during studies in the U.S. This requires that the Certification of Finances form be completed and submitted along with bank statements to the Office of Graduate Programs. Funds required for each program are indicated on the Certification form.

Note: If you do not submit a completed Certification of Finances form, then your application will not be considered for admission.

Passport Photo Page

You can scan and upload a copy of your passport photo and personal information page as you apply online, or mail a copy with your other application items.

Financial Assistance

U.S. citizens and permanent residents are eligible to apply for low-interest loans offered by the U.S. federal student loan program. For information visit www.fafsa.ed.gov or contact USF's One Stop Office at (415) 422-2020 or onestop@usfca.edu. The USF school code for FAFSA is **001325**. Submit your FAFSA as early as possible, even before your admission decision is made.

Submit All Application Items to:

University of San Francisco
College of Arts and Sciences
Office of Graduate Programs
2130 Fulton Street, HR 240
San Francisco, CA 94117

Once your application form is processed by the Office of Graduate Programs, a USF ID number and password will be emailed to you so that you may check your application status online. You can also contact the Office of Graduate Programs at 415.422.5101.

Some application documents (statement of purpose, resume, passport photo page, letters of recommendation, GRE test score report) can be scanned/emailed as a PDF (jpgs are not accepted) to asapplication@usfca.edu. In your email subject heading, please include the type of document you are sending, such as "Resumé" or "Statement of Purpose" and include your full application name and graduate program in your email.

Scans of bank statements, Certification of Finance, transcripts or English language test scores are not accepted by email. These original documents must be mailed.



University of San Francisco Application for Graduate Admission

Please submit this form as early as possible in your application process.

FIRST STEP: Your full name should be identical on all of your application items, along with the name of your graduate program and birthdate. International applicants should give their name as listed on their passport. If your name is not identical on all items, please notify the Office of Graduate Programs in the College of Arts and Sciences at asgraduate@usfca.edu or 415.422.5101 to describe any other version of your name and on which application item(s) it appears.

Program Information

OPTIONAL U.S. SOCIAL SECURITY NO. (FOR U.S. CITIZENS AND PERMANENT RESIDENTS): _____

Please refer to the Graduate Programs and Codes sheet located on the back cover to indicate to which program you are applying.

DEGREE: _____ PROGRAM: _____

PROGRAM CODE: _____ EMPHASIS (IF APPLICABLE): _____

TERM AND YEAR: _____ CAMPUS LOCATION: _____

Are you applying for a Joint Degree program? If so, indicate your program here _____

Are you currently enrolled in a USF graduate program? If so, indicate your program here _____

Personal Information

Legal Name _____
LAST/FAMILY NAME FIRST/GIVEN NAME MIDDLE/ADDITIONAL NAME

OTHER NAMES YOU MAY USE WHICH APPEAR ON SUPPORTING DOCUMENTS _____

DATE OF BIRTH: _____ GENDER: MALE FEMALE

Present Mailing Address

Effective Until: _____
STREET ADDRESS

(MONTH, DAY, YEAR) CITY STATE ZIP OR POSTAL CODE

COUNTRY

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ EMAIL: _____

Permanent Mailing Address (if different from above)

STREET ADDRESS

CITY STATE ZIP OR POSTAL CODE

COUNTRY

PHONE: _____ EMAIL: _____

Names of Recommenders

LAST/FAMILY NAME FIRST/GIVEN NAME LAST/FAMILY NAME FIRST/GIVEN NAME

Optional Statistical Information

Religious affiliation (optional):

- BUDDHIST
 - HINDU
 - JEWISH
 - MUSLIM
 - PROTESTANT
 - ROMAN CATHOLIC
 - NO RELIGION
 - OTHER (PLEASE SPECIFY)
-

Ethnic background (Optional):

Please indicate whether you consider yourself to be Hispanic/Latino:

- NOT HISPANIC or LATINO
 - HISPANIC or LATINO
 - CUBAN
 - MEXICAN
 - PUERTO RICAN
 - SOUTH AMERICAN
 - CENTRAL AMERICAN
 - OTHER SPANISH ORIGIN:
 - PREFER NOT TO DISCLOSE
-

Racial background (Optional):

Select one or more of the following categories to describe yourself:

- NATIVE AMERICAN or ALASKA NATIVE
- ASIAN
 - CHINESE
 - FILIPINO
 - JAPANESE
 - KOREAN
 - SOUTHEAST ASIAN
 - INDIAN
 - PAKISTANI
 - OTHER ASIAN ORIGIN
- BLACK or AFRICAN AMERICAN
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
- WHITE
 - WESTERN EUROPEAN
 - EASTERN EUROPEAN
 - MIDDLE EASTERN
 - NORTH AFRICAN
- PREFER NOT TO DISCLOSE

Citizenship or Residency Status

- U.S. CITIZEN
- U.S. PERMANENT RESIDENT
- REFUGEE IN U.S.
- ASYLEE IN U.S.
- NOT A U.S. CITIZEN OR PERMANENT RESIDENT

International Students — Required Information

STATE/COUNTRY OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____

DO YOU PLAN ON MAINTAINING A VISA STATUS OTHER THAN F-1 STUDENT VISA? NO YES

IF YES, WHAT VISA STATUS WILL YOU HOLD? _____

DO YOU PLAN ON BRINGING A SPOUSE AND/OR CHILD TO THE U.S. WITH YOU DURING YOUR STUDIES? NO YES

ARE YOU CURRENTLY ATTENDING A U.S. INSTITUTION OR COMPLETING OPTIONAL PRACTICAL TRAINING (OPT) ON AN F-1 VISA? NO YES

Academic Background

List chronologically all universities and colleges (university-level institutions) previously attended. List most recent first:

CEEB CODE Admission use only	INSTITUTION NAME	LOCATION	DATES OF ATTENDANCE	DEGREE RECEIVED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature

I certify that the statements in this application are true and complete to the best of my knowledge.

SIGNATURE OF APPLICANT

DATE

Return completed application and all application items to:

**University of San Francisco
College of Arts and Sciences
Office of Graduate Programs
2130 Fulton Street, HR 240
San Francisco, CA 94117**

The Taxpayer Relief Act of 1997 was enacted to provide credit against tax liability for amounts spent on qualified tuition expenses by the student and his/her family. Only those tuition expenses not covered by financial aid or by tuition or other benefits are eligible for the credit. We anticipate that the University will be asked to provide confirming information to the Internal Revenue Service on behalf of its students and/or their parents. If you or your parent(s) anticipate claiming Tuition Tax credits, please provide the following information about the person who will claim the credit.

Taxpayer name: _____

Taxpayer ID#: _____

Taxpayer address: _____

The taxpayer is (check one): the student student's parents other



University of San Francisco Recommendation for Graduate Admission

To the Applicant

Please fill out the following section and provide it to someone most able to evaluate your academic or professional ability. It is important that your reference include this form with their recommendation letter. If that is not possible, your recommender needs to include your full name (as it appears on your application form), birthdate and graduate program on their recommendation letter.

Legal Name

LAST/FAMILY NAME

FIRST/GIVEN NAME

MIDDLE/ADDITIONAL NAME

Date of Birth

MONTH

DATE

YEAR

Present Mailing Address

STREET ADDRESS

CITY

STATE

ZIP OR FOREIGN MAILING CODE

COUNTRY

Graduate Program

(FOR EXAMPLE: ASIA PACIFIC STUDIES)

Right of Access

I have requested that this form be used in the admission and counseling process of the University of San Francisco. I understand that the Family Education Rights and Privacy Act of 1974 allows me the option to choose whether I will, or will not, have the right to read this letter of recommendation. Accordingly, I choose the following option by checking the appropriate box:

- I waive access to this letter of recommendation
I understand that it will remain confidential and that I will not have access to read it.
- I do not waive access to this letter of recommendation
I retain my right to have access to read it during the admission process at the University of San Francisco

SIGNATURE OF APPLICANT

DATE

To the Recommender

The student whose name appears above is a candidate for admission to the University of San Francisco. We would value your candid appraisal of this applicant. Please complete the remainder of this form as soon as possible and return to the following address:

**University of San Francisco
College of Arts and Sciences
Office of Graduate Programs
2130 Fulton Street, HR 240
San Francisco, CA 94117**

Written Recommendation

What do you consider to be the candidate's main strengths and weaknesses, and how do you think he/she will do as a graduate student in the proposed program? Please include a separate sheet for your written recommendation.

Appraisal of Attributes

How do you rate this candidate in terms of the following attributes:

	OUTSTANDING	VERY GOOD	AVERAGE	BELOW AVERAGE	UNABLE TO JUDGE
Academic Achievement					
Quantitative Skills					
Analytical Ability					
Verbal Skills					
Writing Skills					
Motivation					
Judgement					
Teamwork					
Overall Rating					

Group used for this comparison (such as *employees* or *students*): _____

English Language Ability – For International Applicants Only

Please comment upon the applicant's ability to comprehend spoken English and to pursue a research problem and write a scholarly report or thesis in English:

How long have you known the applicant? _____

What is your relationship to the applicant? _____

SIGNATURE OF RECOMMENDER

DATE

Recommender Name

LAST/FAMILY NAME

FIRST/GIVEN NAME

MIDDLE/ADDITIONAL NAME

POSITION

TELEPHONE NUMBER

EMAIL ADDRESS

Institution/Organization

INSTITUTION/ORGANIZATION NAME

STREET ADDRESS

CITY

STATE

ZIP OR POSTAL CODE



University of San Francisco Recommendation for Graduate Admission

To the Applicant

Please fill out the following section and provide it to someone most able to evaluate your academic or professional ability. It is important that your reference include this form with their recommendation letter. If that is not possible, your recommender needs to include your full name (as it appears on your application form), birthdate and graduate program on their recommendation letter.

Legal Name

LAST/FAMILY NAME

FIRST/GIVEN NAME

MIDDLE/ADDITIONAL NAME

Date of Birth

MONTH

DATE

YEAR

Present Mailing Address

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STATE

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DATE

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Verbal Skills					
Writing Skills					
Motivation					
Judgement					
Teamwork					
Overall Rating					

Group used for this comparison (such as *employees* or *students*): _____

English Language Ability – For International Applicants Only

Please comment upon the applicant's ability to comprehend spoken English and to pursue a research problem and write a scholarly report or thesis in English:

How long have you known the applicant? _____

What is your relationship to the applicant? _____

SIGNATURE OF RECOMMENDER

DATE

Recommender Name

LAST/FAMILY NAME

FIRST/GIVEN NAME

MIDDLE/ADDITIONAL NAME

POSITION

TELEPHONE NUMBER

EMAIL ADDRESS

Institution/Organization

INSTITUTION/ORGANIZATION NAME

STREET ADDRESS

CITY

STATE

ZIP OR POSTAL CODE



Supplemental Application for Graduate Admission
Master of Arts in Economics

Table of Programs and Codes

College of Arts & Sciences

DEGREE	PROGRAM	CODE	EMPHASES OFFERED	TERMS	LOCATION	JOINT DEGREE OFFERINGS
MA	Asia Pacific Studies	APS		fall or spring	SF	MAPS/MBA
MS	Biology	BIOL	Behavioral Biology Cancer Biology Conservation Genetics Electron Microscopy Immunology Marine Biology (non-Mammals) Microbiology Molecular Biology Parasitology Photobiology Physiology (Ecological) Virology	fall or spring	SF	
PSM	Biotechnology	BTEC		fall or spring	SF	
MS	Chemistry	CHEM	Analytical Biochemistry Inorganic Organic Physical	fall or spring	SF	
MS	Computer Science	CS CS CSBR	Entrepreneurship (CSE) Bridge Program	fall or spring fall or spring fall or spring	SF SF SF	
MA	Economics	ECON		fall	SF	
MS	Environmental Management	MSEM		fall	SF	MSEM/MBA
MA	International and Development Economics	IDEC		fall	SF	
MA	International Studies	MAIS		fall	SF	
MOPA	Public Affairs	PA		fall	SF	
MA	Sport Management	SM		spring or summer summer	SF LA	
<i>Note: If you select both campuses, the Admissions Committee will choose, on a space-available basis, which campus you will attend.</i>						
MS	Web Science	MSWS		fall or spring	SF	
MFA	Writing	WRIT		summer	SF	

Return completed application and all application items to:

University of San Francisco
College of Arts and Sciences
Office of Graduate Programs
2130 Fulton Street, HR 240
San Francisco, CA 94117

For questions regarding the status of your application,
 please contact the Office of Graduate Programs
 in the College of Arts and Sciences at:

(415) 422-5101 (phone)
(415) 422-5134 (fax)



Educating minds and hearts to change the world

www.usfca.edu/asgrad

Equal Opportunity and Non-Discrimination Policy: The University is an equal opportunity institution of higher education. As a matter of policy, the University does not discriminate in employment, educational services and academic programs on the basis of an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, gender identity, sexual orientation, marital status, medical condition (cancer-related and genetic related) and disability, and on other bases prohibited by law. The University reasonably accommodates qualified individuals with disabilities under the law.