INSTRUCTIONS FOR THE MQE ONLINE APPLICATION
11/26/2019

Please print these instructions and follow along as you complete the online application.

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Applicants interested in pursuing a Master of Science in Quantitative Economics must apply through the University of Pittsburgh Dietrich School of Arts and Sciences, Graduate Studies, ApplyYourself Application Network. Please refer to The Graduate School's website and these instructions for information about application procedures and requirements.

The information you provide on the online application will automatically download into a database, so it is extremely important that the fields are populated correctly.

PERSONAL INFORMATION

Applicant Name

“Last name” is your surname or family name. Please make sure that you enter your last name in the correct place on the application form. We search for applicants by the applicant’s last name; if this is not entered correctly, it will be difficult to find your record in our application system.

E-mail Address

• Please enter the e-mail address which you use on a daily basis. All of our communication with you will be conducted via e-mail, so it is important that you list an active account that you will access regularly.
• If you use the e-mail account assigned to you by the college or university you are currently attending, make sure that it will not expire for at least one year.
• If you obtain an e-mail account expressly for the purpose of applying to graduate school, make sure to check your e-mail regularly.

Permanent and Present Mailing Address and Phone Number

• Please complete both of these sections, even if your permanent and present mailing addresses and phone numbers are the same.
• Please do not write “same” in any of the spaces, as all of your contact information will not download into our database.

Applicant for: Full-Time Part-Time

• Please choose full-time; we do not accept students for graduate study on a part-time basis.

Beginning Term and Year of Entry

Please select Fall from the drop-down menu. We do not accept applications for any other term.

Department/Degree Description

Please select “Quantitative Economics-MS” from the drop-down menu in Academic Plan.

EDUCATIONAL BACKGROUND

Please enter the names of all institutions from which you have earned or plan to earn a degree, beginning with the college or university where you earned your undergraduate or bachelor’s degree. If you also earned an advanced degree, list these in ascending order, by date, in the spaces allotted for Previous University #2, and #3. Please do not list schools from which you have only earned a few credits, or from which you do not plan to earn a degree.

If you attended a school in the U.S. or in another country whose code does not appear in the look up list, please read the following instructions carefully before entering your data:

1. Click on the ‘look up’ tab next to either Previous College Code or International College Code;
2. This will bring up the “look-up” box. In the space next to “Name”, type in the words ‘cannot find’;
3. Hit the ‘search’ button at the bottom of the look-up box;
4. The number 999999/Cannot Find will appear in the top left-hand corner of the look-up box; click on 999999 and close the look-up box;
5. This will bring you back to the online application; note that the field for Previous College 1 Code or International College Code has been populated by the 999999 number. The space immediately below has the words “cannot find”. Delete the words ‘cannot find’, and type in the name of your school.
6. Do this for all schools for which you cannot find the code.
7. Please make every effort to follow these instructions, otherwise, the application and the database will show “school not found”.

LETTERS OF RECOMMENDATION
You will need two letters of recommendation to accompany your application. You can submit your application prior to your recommenders uploading their letters but you must enter their name and email address into the system first.

The system will not allow you to leave the third letter of recommendation entry blank, even though that is not needed. For the third entry please submit the MQE Program Manager name: Shannon Mischler; Email: MQEinfo@pitt.edu.

STANDARDIZED TEST SCORES
GRE or GMAT test scores are not required and are optional. If you will not be submitting your score then skip over this section in the application.

$75 Application Fee
For the inaugural MQE program year, 2020-2021, we are waiving the application fee for University of Pittsburgh students and alumni. On your application, please select, Pay by Check, but you do not need to submit a check.