



**MA in Policy Economics, Williams College
Admission for the 2010-2011 Academic Year
August 2010 through June 2011**

Instructions

To apply for admission to MA in Policy Economics at the Williams College, please submit the application form and all other required materials (including standardized test scores) by the deadline of January 15, 2010 for entry in August 2010.

The preferred method of submission is electronic. The application form can be filled in and submitted online, or scanned and sent as an email attachment. Supplementary materials should be scanned and sent as email attachments. It is best if all materials are submitted at one time (although it is acceptable to send attachments in several email messages if the file sizes are large). Emails should be sent to:

cdeadmissions@williams.edu

If you are unable to submit materials online, we will accept submissions by fax or by post to:

Admissions Office
Center for Development Economics (CDE)
Williams College
1065 Main Street
Williamstown, MA 01267
USA
Fax: 1 (413) 597-4076

Please submit documents only once.

Required materials:

- Completed application form;
- Your CV (follow preferred format, 1-2 pages only);
- Transcript of your first university degree showing individual courses and grades received, as well as transcripts from any subsequent university study;
- Proof of nationality and date of birth (e.g., copy of passport or birth certificate);
- Scores from the GRE or the GMAT (see instructions below)
- Scores from the TOEFL or IELTS exam (not required if your first language or primary language of university study is English. Please ask Williams College CDE staff for clarification if necessary.)

To be submitted by a *professional* referee:

- Reference submitted on the form found at <http://www.williams.edu/cde/admission/forms> (a second professional reference is optional)

Please ***do not*** submit:

- Certificates from professional training courses (include information on your CV)
- Transcripts from secondary or primary school

Standardized Testing:

If you have copies of your score reports from any of the standardized exams, we will accept scans. If you need to request new copies, or are planning to take an exam for the first time, please have the score reports sent directly to the CDE.

If the GRE or GMAT exams are offered in your country, then you are required to submit scores. You can find testing locations for the GRE at <http://www.gre.org> and for the GMAT at <http://www.mba.com/mba/thegmat> . To have GRE scores sent directly to Williams College, use institution code **3965**, and department code **1801**. GMAT scores *can not* be sent directly to Williams; if you take the GMAT, please send us a scanned copy of your score report as soon as you receive it.

If English is not your first language or the official language of your university studies, then you are required to submit scores from the TOEFL or IELTS exam. For the TOEFL, use institution code **3965**, and department code **84**. For the IELTS, request to have scores sent to the CDE at the address below.

Guidelines for CV submission:

Please submit a CV of no more than 2 pages. List each job you have held and all post-secondary education, starting with your most recent employment and working backwards through your undergraduate education. List the start and end date (month and year) of each position held and briefly describe your major responsibilities and accomplishments at each job. For university and post-graduate studies, list the dates, major field of study, any degrees or certificates earned, and any honors awarded. Please do not leave any period of time greater than 2 months unaccounted for (see example at <http://www.williams.edu/cde/samplecv.pdf>).

All documents must be *received* at the CDE by the deadline of January 15 of the year in which admission is sought.

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