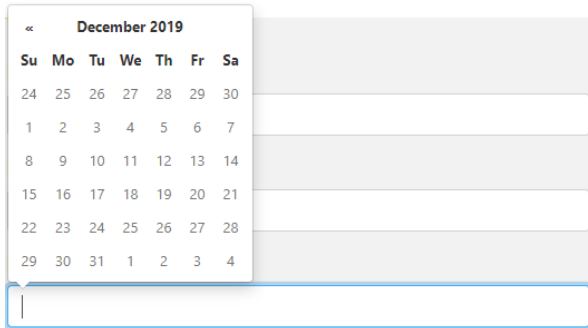


Step by step procedure

Before you begin, please consider the two following potential sources of errors/problems:

1) The calendar tool



December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

The online form uses an interactive calendar tool. By clicking twice on the “month-year” field of the calendar, you will be able to choose the year, and after that you can select the month and day. Please note that dates will be displayed in **day - month - year** format.

2) Issues with your browser or internet connection

Individual settings of your Internet browser can cause problems with interactive forms. If you have technical problems to fill the form or if content is lost when you go to the next page, we strongly recommend changing the browser or the computer.

Please notice that:

- **Once you have registered, your referees cannot be changed**
 - **Once submitted, the application cannot be changed**
-

Step by step procedure

Registration procedure

1. PERSONAL DATA

Personal data

Gender First name Last name

E-mail address Repeat e-mail address

Birth day Nationality

How did you hear of the ISS

I hereby confirm that I have read the [Privacy Policy](#) and agree that the IMB Training Office may distribute my application to the selection panel consisting of ISS group leaders and IMB postdoc and PhD student representatives for the purpose of the evaluation (for details see section 3.2 of our privacy policy).

2. REFEREES

Referees

Referee

First name Last name

E-mail address Repeat e-mail address

Institution City Country

Referee

First name Last name

E-mail address Repeat e-mail address

Institution City Country

Add Referee

Register

Step by step procedure

Once you have submitted your registration, you will receive an email confirmation including:


- Guidelines on how to apply.
- Your own personalized link to the application form.

Check your spam folder if you have not received the email within 1 day.

At the same time, the system will send an email to your referees, with instructions on how to submit their reference letter. If they have not received it, they should **check their spam folder** too.

Application procedure

Before you can start your application, you need to create your personal login by selecting a strong (secure) password to register your account. This will allow you to return to your application at a later time point, again using the link provided in the confirmation of registration.



Create Login

Please select a secure password, to create your login and start your application. You need a password with a length of at least 7 characters. You should also add both lowercase and uppercase alpha characters, digits and special characters, to reach the needed password security level.

Password

Repeat Password

Create login

Step by step procedure

After logging in to your personal profile, the summary page will appear. It includes all the sections you need to fill in. By selecting “Add”, the respective section will open and the required data can be entered.

Please read carefully the guidelines at [Registration & Application](#) and have all of your answers prepared prior to starting the application.

Please be aware that it is possible to save your application and complete it at a later time point. To save it, simply close the browser window. However, once submitted your application cannot be accessed or modified any longer.

If you do not receive a confirmation email after submitting you application, please remember to check your spam folder.

Personal	Add
Academic	Add
Language	Add
Research	Add
Publications	Add
Groups	Add
Motivation	Add
Documents	Add

Finish all steps, to submit your application

Each time you have completed one section, you can save the data by clicking the “Save Data” button at the bottom of the page. If you click “Cancel” you will go back to your summary page without saving the inserted information.

Step by step procedure

1. CURRENT RESIDENCE

We kindly ask you to indicate here additional personal information.

Current residence

Country	State/Province
<input type="text"/>	<input type="text"/>
City	Postal code
<input type="text"/>	<input type="text"/>
Street and house number	
<input type="text"/>	
Phone 1	Phone 2
<input type="text"/>	<input type="text"/>

2. ACADEMIC HISTORY

Indicate your Grade Point Average (GPA) for your current studies. Please write your GPA in percent (write only the number, without the % symbol). If your grades are not in percent, calculate the corresponding value in percent, according to worst and best grade.

Grade Average (percent)

Please enter here the Grade Point Average (GPA) in percent for your current studies (or, if not applicable, your most recent degree) based on the average of so far available grades. Please enter an integer number between 0 and 100 without percent symbol.

Next, fill in information about **your current or most recent degree**. If you are not yet finished with your studies, please indicate your current studies and the date when you expect to be done (e.g. defend your thesis).

If your *Degree type*, *University* or *Field of study* are not in the list, select “Other” in the drop-down list. You will then have the chance to write your entries.

Grade format: indicate the format that you will use for your grade point average, as it is in your transcript.

Example: if you are in your first year of master’s studies and the programme lasts 2 years, please include here information about your master’s studies.

Step by step procedure

Current or most recent degree

Please fill in here with information about your current studies or the latest degree you have achieved, e.g. if you are currently enrolled as a masters' student write here information about your masters' studies.

Degree

Country

Institution/University

If your university is not in the list, type in and select "Other"

City

Complete title of official degree

Major fields of study

only general, not specific title of your degree course

Date attended from (dd/mm/yyyy)

Date attended to (dd/mm/yyyy)

Degree obtained or expected

Grade format

Convert your grade in one of the formats available, e.g. in percentage.

Number of years

Normal duration of study towards this degree, full time and with no failures or interruptions

Grade point average

As displayed on your transcript

Maximum possible grade

Use the grade format of your university

Step by step procedure

If you are currently enrolled for your master's studies, click on *Add Degree* to include your bachelor's studies. Please do the same for you stays abroad.

Further degrees

Add Degree

Abroad Stay

I have been staying abroad during my university studies for complementary studies, internships or research purposes. If yes, please tick the box and fill in details below (if more than one stay abroad, please list shorter stays in the field "positions" on the next page)

Add Abroad Stay

Indicate here the purpose of your stay abroad (research stay, internship, workshop, etc.) and a generic field of study (e.g. immunology, molecular biology, microscopy, etc.)

Stay/Internship Abroad

I have been staying abroad during my university studies for complementary studies, internships or research purposes. If yes, please tick the box and fill in details below. Please list only relevant stays.

Stay abroad

Institution/University

City

Project title/topic (if applicable)

Date attended from (dd/mm/yyyy)

Date attended to (dd/mm/yyyy)

Purpose of stay abroad

Country

Major fields of study

only general, not specific title of your degree course

[Remove Stay Abroad]

Add Stay Abroad

Step by step procedure

3. LANGUAGE

Include here information on your English language proficiency.

Level

Language level

Language Tests

Language Test

Name

Points

Max points

[Remove Test]

Add Test

4. RESEARCH POSITIONS

Enter in this field information on your research experience, e.g. internships, thesis. If you have more than one research experience, please click on *Add Position*.

Research Positions

Research Position

Project title/topic

From (mm/yyyy)

To (mm/yyyy)

Institution

Supervisor(s)

City

Country

[Remove Position]

Add Position

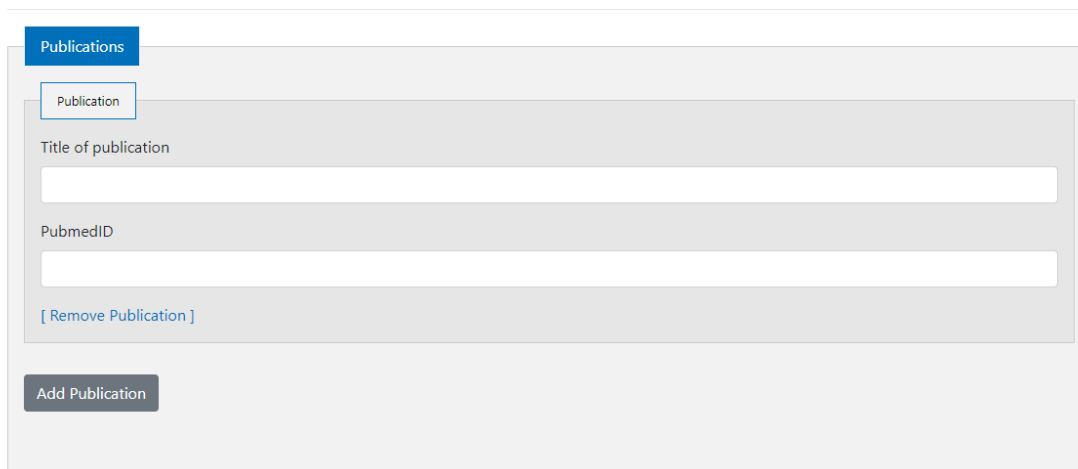
Step by step procedure

5. PUBLICATIONS & PRESENTATIONS

If you have publications, please enter them in **PubMed** format and include the 8 digits PubMed ID:

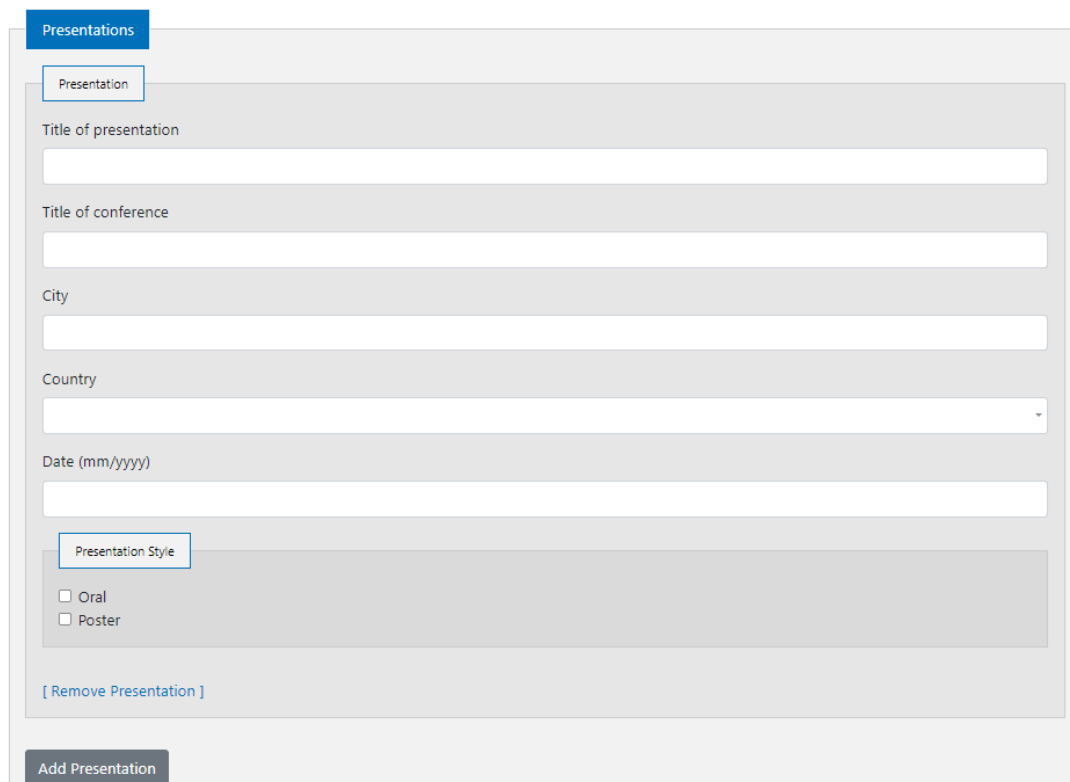
Cruciat CM, Ohkawara B, Acebron SP, Karaulanov E, Reinhard C, Ingelfinger D, Boutros M and Niehrs C (2010). Requirement of Prorenin Receptor and Vacuolar H⁺-ATPase-Mediated Acidification for Wnt Signaling. *Science*, 327, 459-463.

Please note that we will consider only publications **in English in internationally peer-reviewed journals**.



The screenshot shows a web form titled "Publications". At the top left is a blue tab labeled "Publications". Below it is a sub-tab labeled "Publication". The form contains two text input fields: "Title of publication" and "PubmedID". Below these fields is a blue link "[Remove Publication]". At the bottom left of the form is a dark grey button labeled "Add Publication".

If you have attended conferences with a poster or an oral presentation, please indicate them.



The screenshot shows a web form titled "Presentations". At the top left is a blue tab labeled "Presentations". Below it is a sub-tab labeled "Presentation". The form contains five text input fields: "Title of presentation", "Title of conference", "City", "Country", and "Date (mm/yyyy)". Below the "Date" field is a sub-tab labeled "Presentation Style" which contains two radio button options: "Oral" and "Poster". Below these options is a blue link "[Remove Presentation]". At the bottom left of the form is a dark grey button labeled "Add Presentation".

Step by step procedure

6. GROUP PREFERENCE

Please choose in this field, in the order of preference, the groups you are interested to work with. You must choose at least one; you can choose up to five.

Please notice that not all IPP groups are participating in the ISS; for a list of [participating groups](#), please check our webpage.

Group Preference

Group within the PhD Programme that you are interested in #1

Group within the PhD Programme that you are interested in #2 (optional)

Group within the PhD Programme that you are interested in #3 (optional)

Group within the PhD Programme that you are interested in #4 (optional)

Group within the PhD Programme that you are interested in #5 (optional)

Cancel

Save Data

7. MOTIVATION LETTER

In this section you should describe your interest in our International Summer School and in our research topics, why you would like to participate and how you would benefit from participating in it. **Please refrain from using AI-generated text.**

Although you do not have to indicate group preferences here, you are welcome to express particular interest in the research topics of specific groups from IMB and the ISS.

Motivation Letter

Describe your interest in the ISS and your chosen group(s). In your motivation letter, we would like to get a better picture of you and your reasons for applying to our programme. Therefore, we ask to please refrain from using AI-generated texts but describe your personal research interests and your future plans in your own words. (maximum of 300 words)

Remaining words: 300

Step by step procedure

8. FILE UPLOAD

For technical reasons, uploaded **files must be in PDF format**. Please note that the upload field accepts **only 1 file**.

CV Upload

Please upload your CV in PDF format with a maximum size of 3 MB.

Please do the same for your degrees and transcripts. Make sure that all documents are collected in **one single PDF file**.

Official Degrees and Records Upload

Please upload a single PDF containing scanned copies of your official academic degree certificates/transcripts (overview of courses and grades). The maximum size of this file is 4 MB (scan the documents in black-and-white and in a low-medium resolution if necessary).

9. SUBMISSION OF YOUR APPLICATION

After successfully entering all data, you can preview your application and make changes to it if necessary.

Personal	<input type="button" value="Edit"/>
Academic	<input type="button" value="Edit"/>
Language	<input type="button" value="Edit"/>
Research	<input type="button" value="Edit"/>
Publications	<input type="button" value="Edit"/>
Groups	<input type="button" value="Edit"/>
Motivation	<input type="button" value="Edit"/>
Documents	<input type="button" value="Edit"/>

Please make sure that everything is correct, and then submit your application. After the final submission of your application documents, your **account will be closed**, which means that you can no longer access it and see or make any changes or additions to your application.

Step by step procedure

At the end of the preview page, you will find the “Submit Application” button.

Documents

Edit

CV in PDF
Degree Pdf

Uploaded
Uploaded

Submit Application

Upon submission, you will see this message:

Thank you very much for your application, the information you have submitted has been received.

Please [click here](#) if you wish to subscribe to our mailing list in order to receive our emails on upcoming events, news, courses (PhD Programme, Postdoc Programme and Summer School) and jobs.

If a problem occurs during submission and you do not see the message above; or if you think the application was submitted although your PDF files were not uploaded, then please contact the ISS Team: iss@imb.de.

The receipt of your application is confirmed also by email. In case you do not receive it, please check also your spam folder.