IMB INTERNATIONAL SUMMER SCHOOL

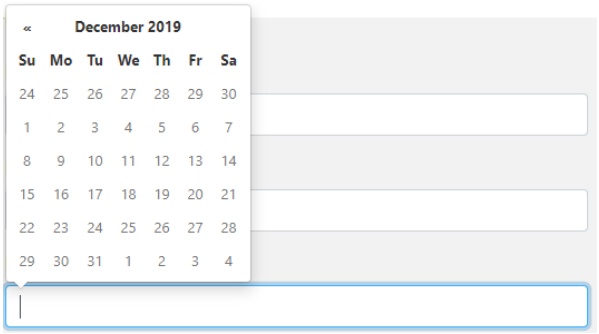
How to fill in the ISS online form -

Step by step procedure

imb Institute of Molecular Biology

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

1) The calendar tool



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**

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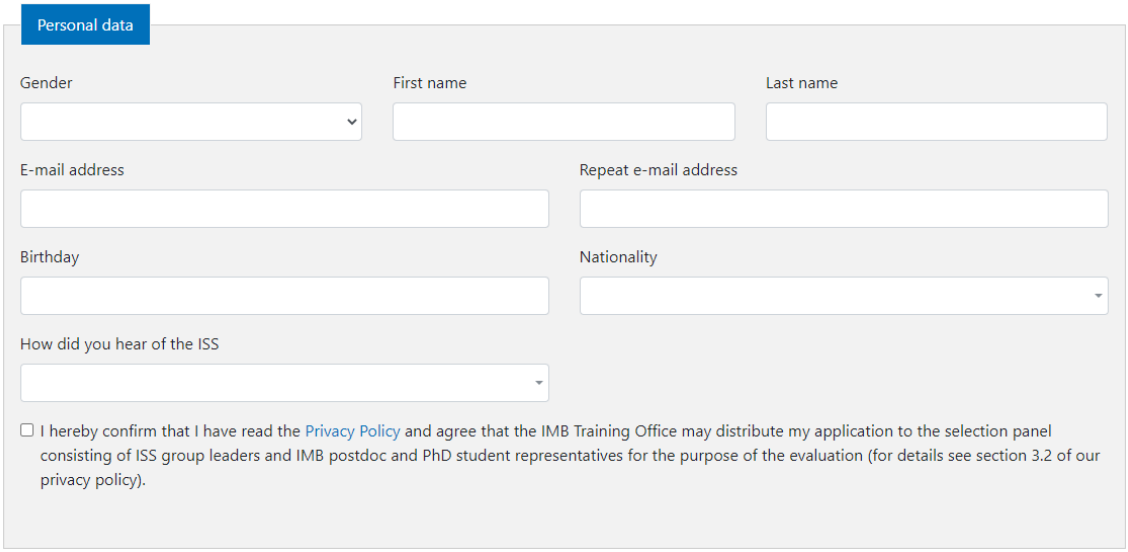
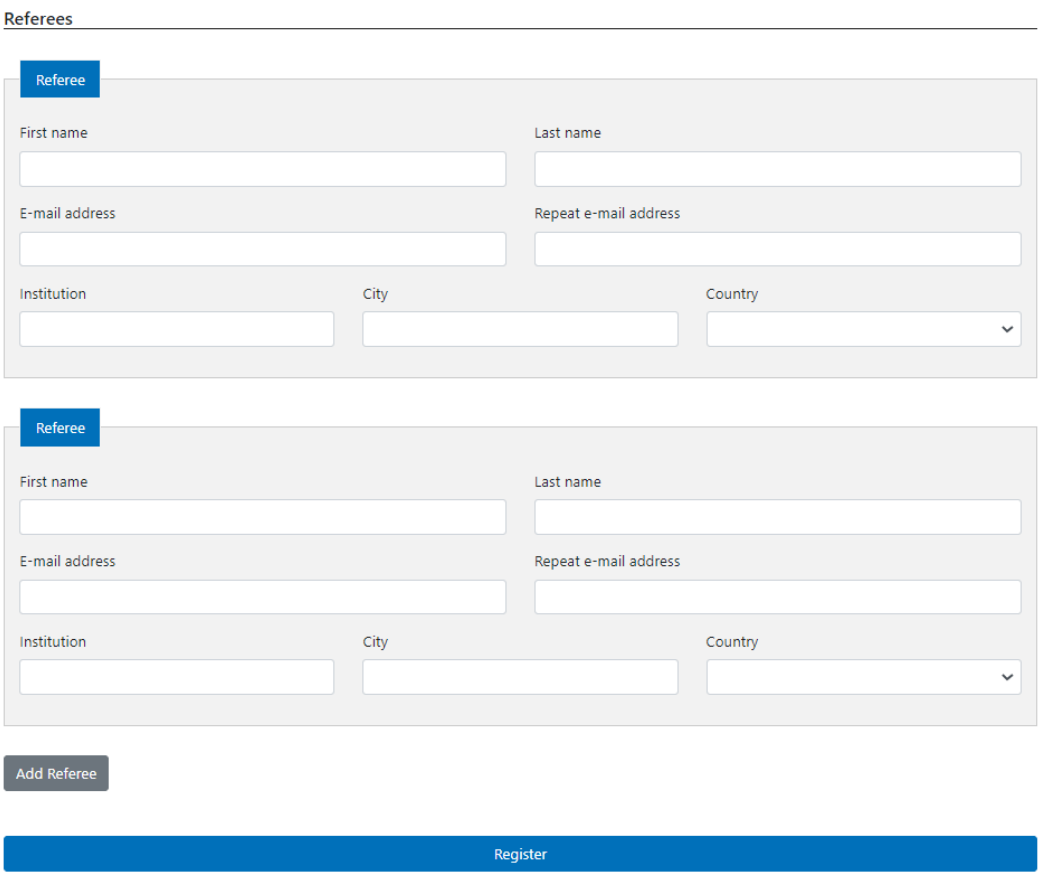
Registration procedure

1. PERSONAL DATA



2. REFEREES



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

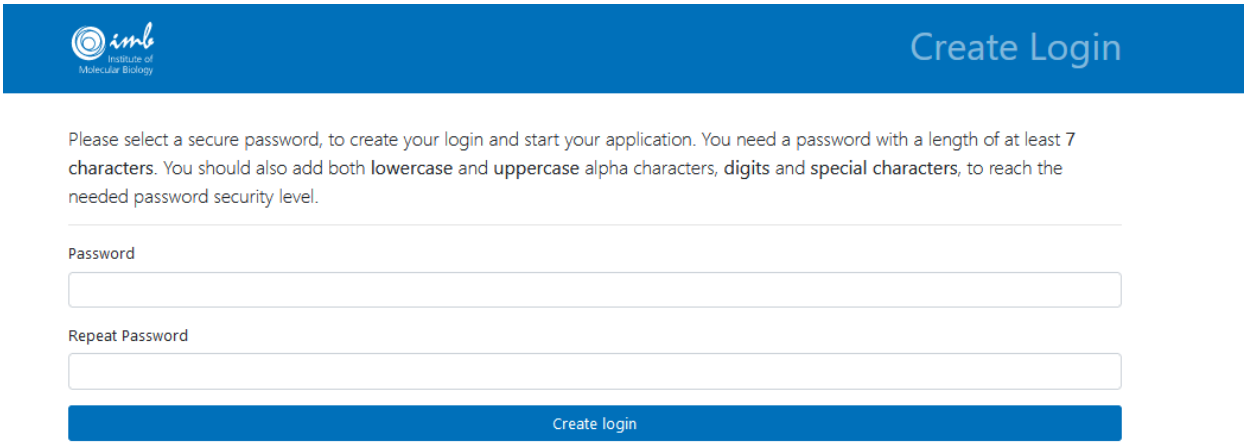
- Guidelines on how to apply.
- Your own personalized link to the application form.

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

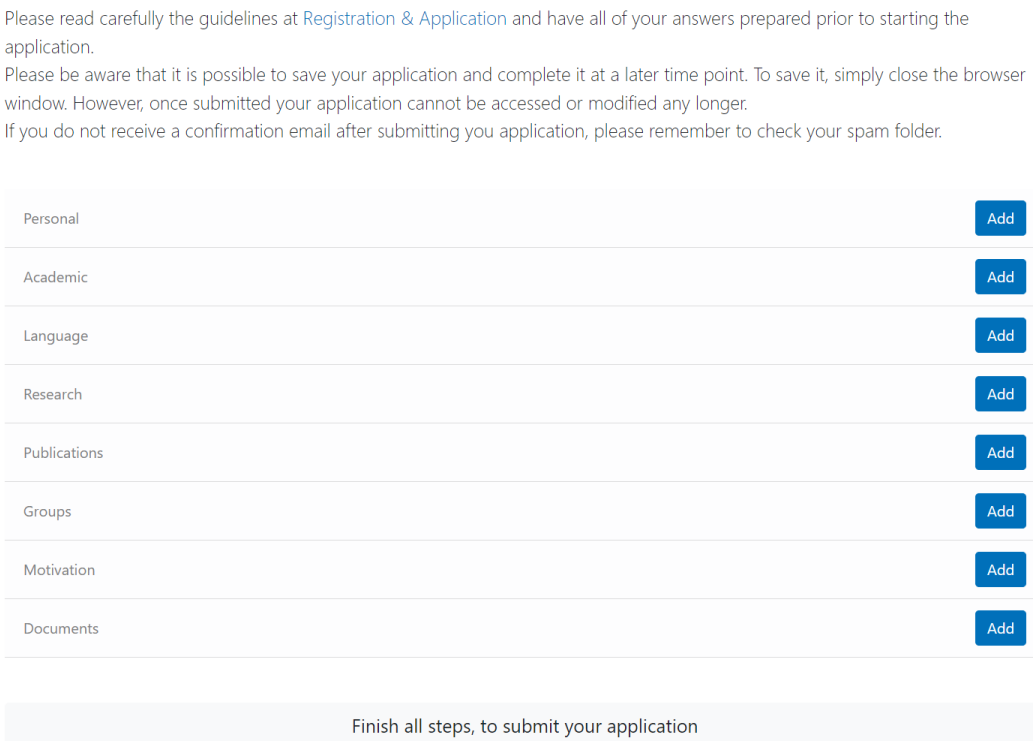
At the same time, the system will send an email to your referees, with instructions on how to submit their reference letter. If they have not received it, they should **check their spam folder** too.

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.



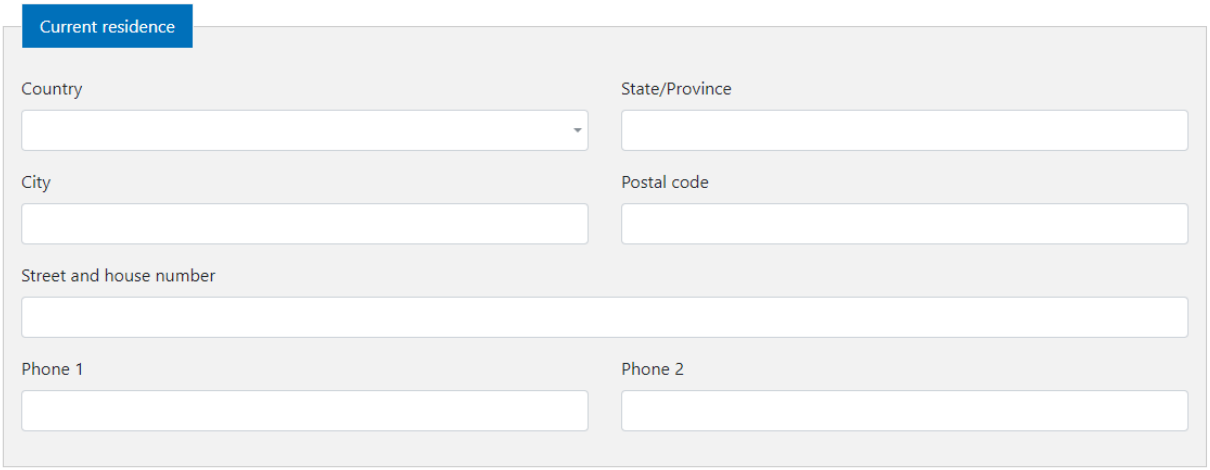
After logging in to your personal profile, the summary page will appear. It includes all the sections you need to fill in. By selecting “Add”, the respective section will open and the required data can be entered.



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.

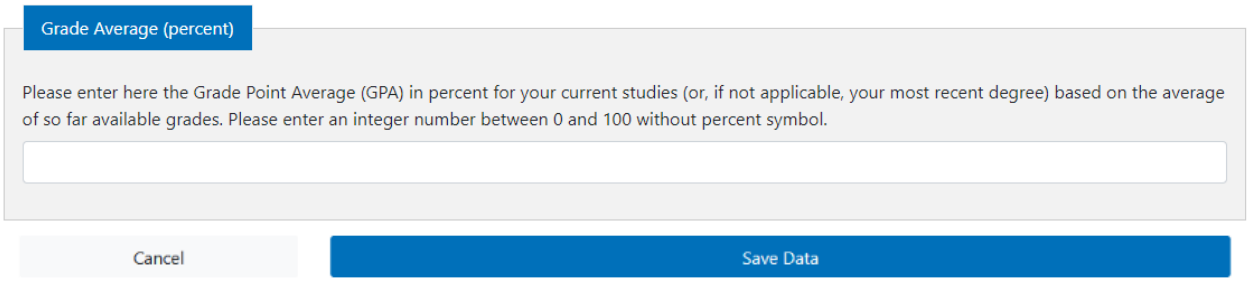
1. CURRENT RESIDENCE

We kindly ask you to indicate here additional personal information.



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.



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.

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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 you 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

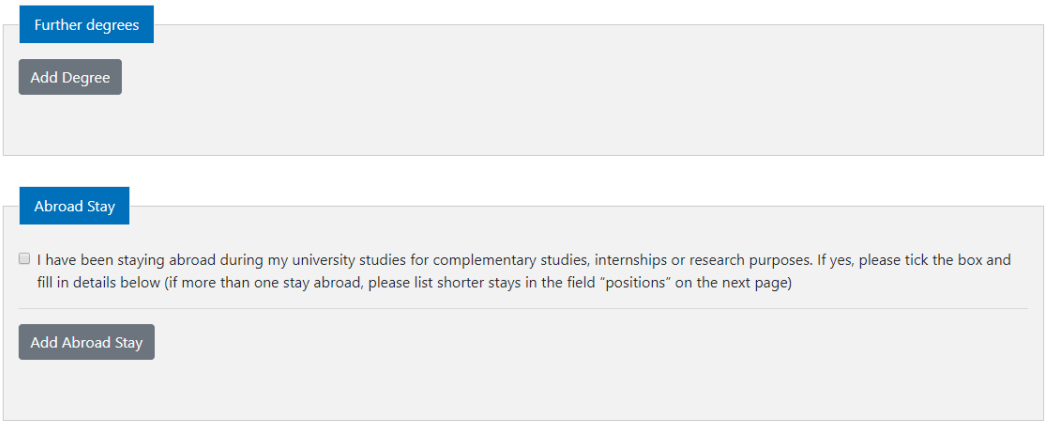
Grade point average

As displayed on your transcript

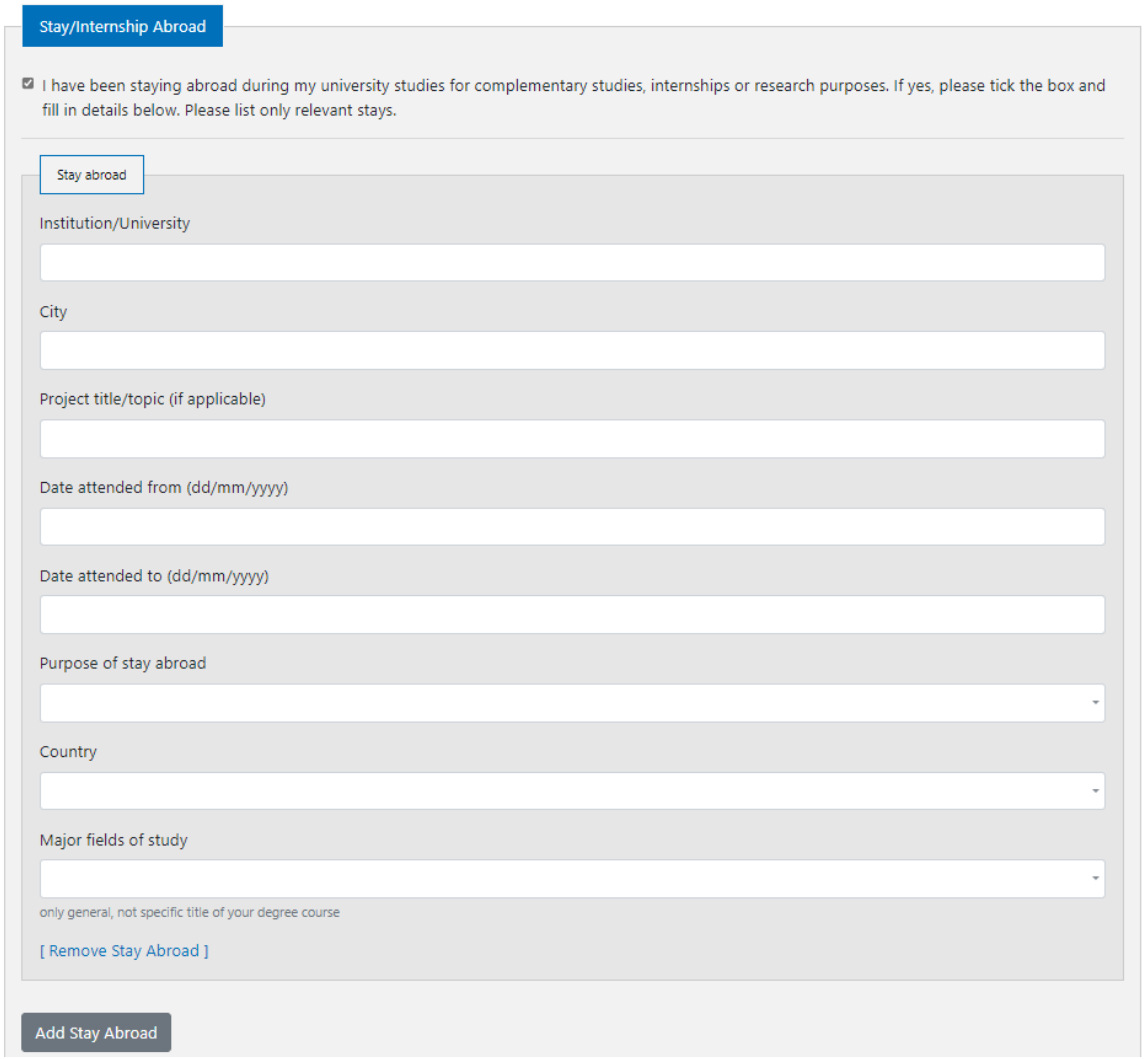
Maximum possible grade

Use the grade format of your university

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.



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.)

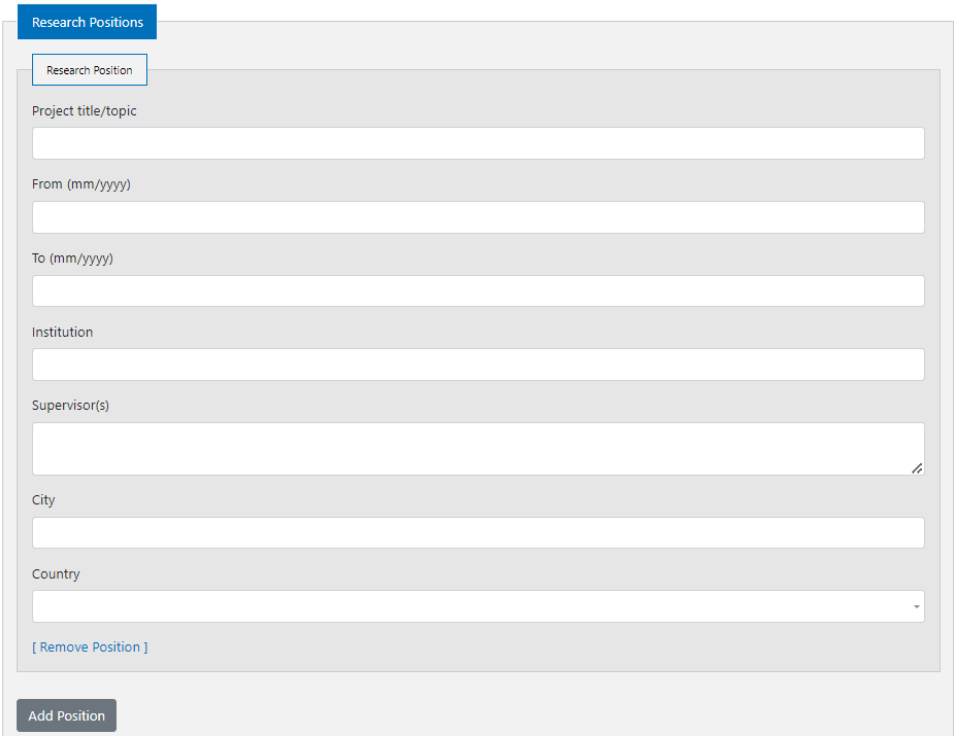


3. LANGUAGE

Include here information on your English language proficiency.

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*.



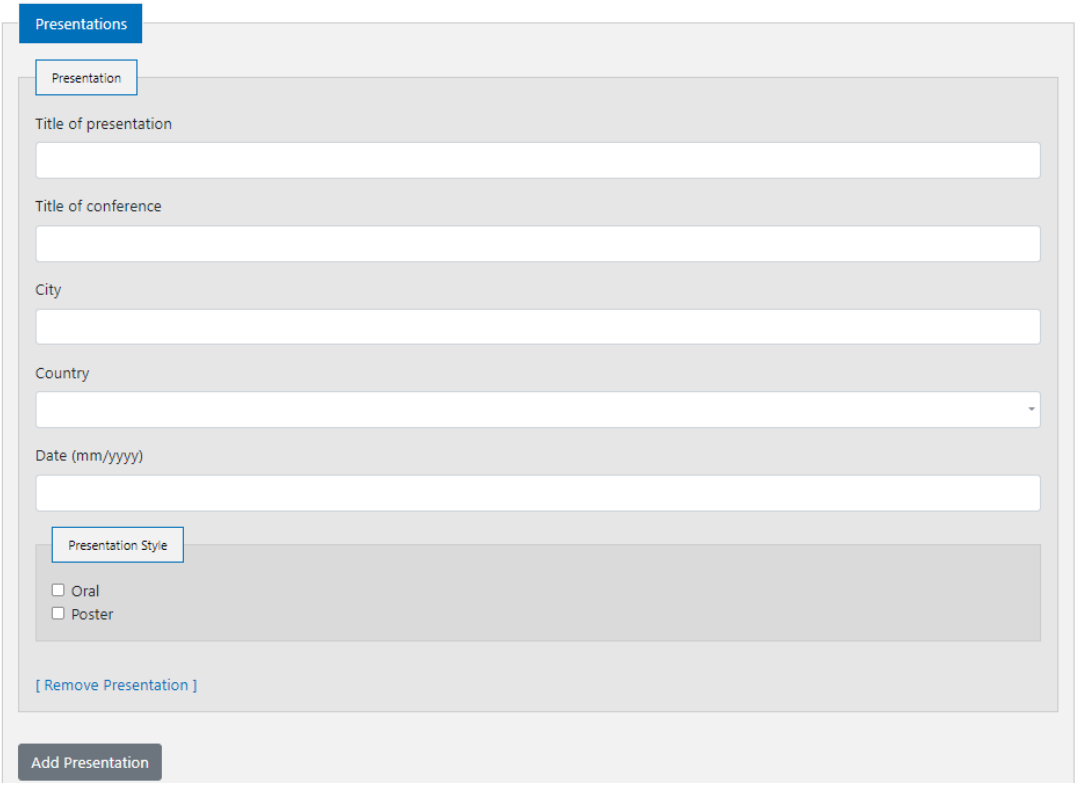
5. PUBLICATIONS & PRESENTATIONS

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.

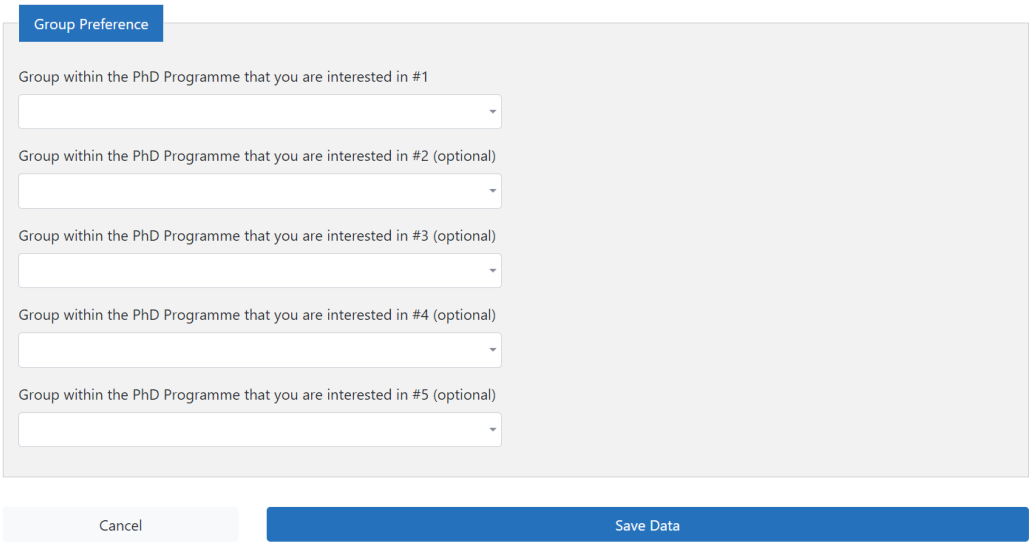
Please note that we will consider only publications **in English in internationally peer-reviewed journals**.

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



6. GROUP PREFERENCE

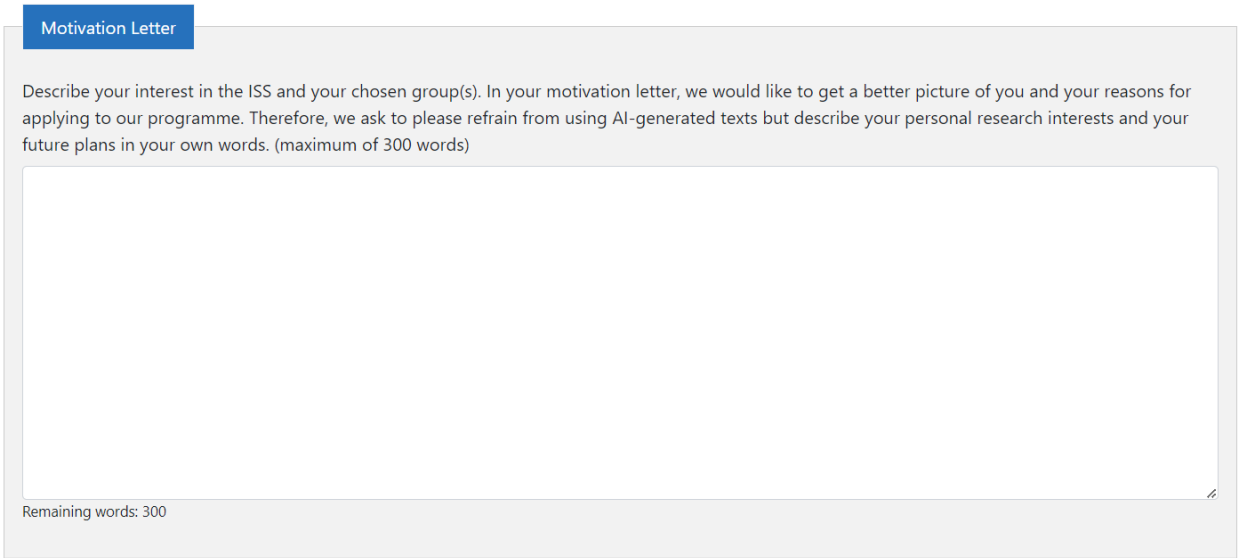
Please choose in this field, in the order of preference, the groups you are interested to work with. You must choose at least one; you can choose up to five.
Please notice that not all IPP groups are participating in the ISS; for a list of participating groups, please check our webpage.



7. MOTIVATION LETTER

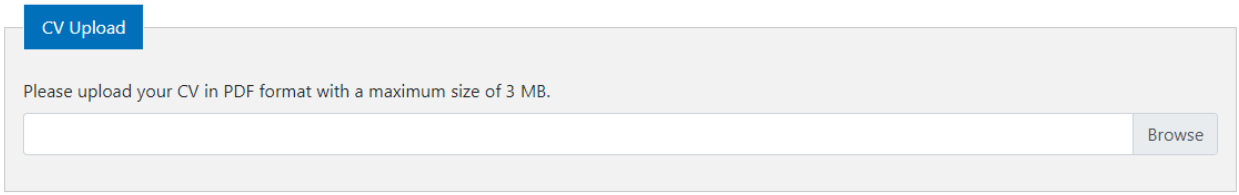
In this section you should describe your interest in our International Summer School and in our research topics, why you would like to participate and how you would benefit from participating in it. **Please refrain from using AI-generated text**.

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.

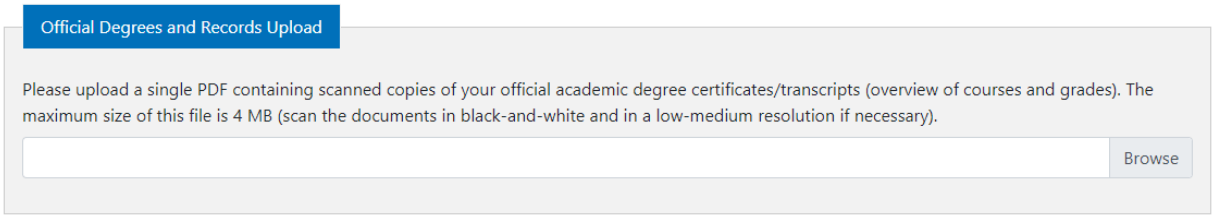


8. FILE UPLOAD

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



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

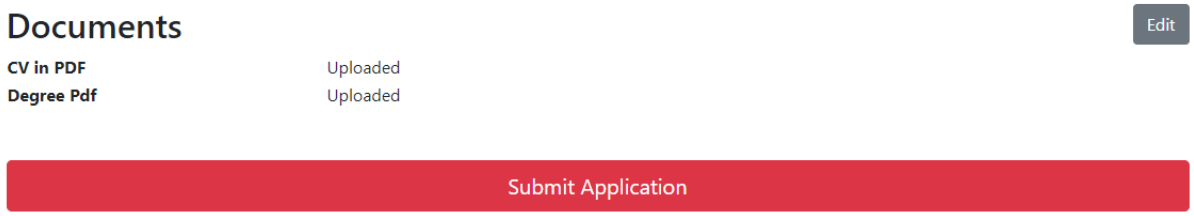


9. SUBMISSION OF YOUR APPLICATION

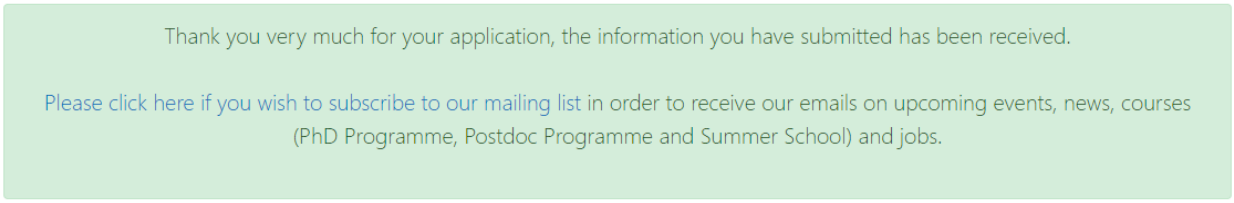
After successfully entering all data, you can preview your application and make changes to it if necessary.

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.

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



Upon submission, you will see this message:



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.