

Commented application form for IMB Internships

Before you begin, please keep in mind that the PDF form is editable and it should be **filled in digitally** and in all its sections.

1. CONTACT INFORMATION

In this section, we ask you to indicate your current address and contact information.

CONTACT INFORMATION

First Name _____ Family Name _____

Date of Birth (DD/MM/YYYY) _____ Nationality _____

Current Address (Street, House No, ZIP code, City, Country) _____

Email Address _____ Telephone + _____

Gender: Male Female Diverse Prefer not to say

2. GROUP PREFERENCE

You must select at least one group, but can select up to five groups from the drop down menus.

GROUP PREFERENCE

Please select at least one and up to five participating groups, from the drop down menu.

Group #1 Group Leader Group #2 Group Leader Group #3 Group Leader

Group #4 Group Leader Group #5 Group Leader

3. MOTIVATION LETTER

In this section, we would like to know more about you, your background, your motivation for applying to the IMB Internship Programme and why you've chosen the selected groups. For this reason, we would like you to **write in your own words** and **refrain yourself from the use of AI-generated texts** (e.g. from Chat-GPT) when describing your motivation and future plans. Your motivation letter should be maximum 300 words long.

MOTIVATION LETTER (max 300 words)

We would like to get a better picture of you and the reasons you are applying for an internship at IMB. Therefore, please **refrain from using AI-generated texts**, and describe instead your personal research interests and future plans in your own words.

4. CURRENT OR MOST RECENT DEGREE

In this section, indicate your **current or most recent degree studies**.

Example: If you are currently doing your master's degree but are not yet finished with it, please indicate your Master's degree.

CURRENT OR MOST RECENT DEGREE

Degree Type (e.g. BSc, MSc...)	Master's degree
Complete name of official degree	Master's degree in molecular biotechnology
Major field of study	Molecular biology
University/Institution	Ruprecht-Karls-Universität Heidelberg
Country	Germany
City	Heidelberg
Date attended from	01/09/2021
Date Attended to	10/10/2023
Number of years	2
Grade average	1.3
Grade format	1-5
Grade point average (%)	77%

Grade average: write your grade average using the **same format as in your transcripts**.

Grade format: indicate here the format of your grade **as in your transcripts**, e.g. A-F; 1-5; 30/30; etc.

Grade point average (%): indicate here your grade average **as a percentage**. Example: your grade average is 27/30 in the format 30/30 → your Grade point average is 90%.

5. TYPE OF INTERNSHIP YOU ARE APPLYING FOR

In this section, please let us know for what kind of internship you are applying. If you select "Other", please make sure to mention in your motivation letter what type of internship you'd like to apply for.

TYPE OF INTERNSHIP YOU ARE APPLYING FOR

- | | |
|---|--|
| <input type="checkbox"/> Bachelor's thesis | <input type="checkbox"/> Master's thesis |
| <input type="checkbox"/> Mandatory internship required by study regulations | <input type="checkbox"/> Voluntary research internship |
| <input type="checkbox"/> Other (please specify in your motivation letter) | |

6. ADDITIONAL INFORMATION

Please select one referee whom we can contact if needed. If possible, it should be a **senior researcher** (professor, group leader, senior scientist/postdoc) who has already supervised you during a research internship.

ADDITIONAL INFORMATION

Do you have funding (e.g. ERASMUS fellowship) for your research internship? Yes No

How long would you like your internship to be? 3-6 months

Please add the contact of **one referee** (e.g. former supervisor, teacher):

Referee's First Name Jane

Referee's Family Name Doe

Referee's Institution University of Higher Education

Referee's Current Address (Street, House No, ZIP code, City, Country) _____

Institute of Advanced Studies, Main Street 1, 55555, Munich, Germany

Referee's Email Address university.email@uni.com

Referee's Telephone +49 5550555505

Your application form is not completed until you have also checked our Privacy Policy and made sure to have all relevant documents.

By sending this application, I consent to IMB saving my personal data in order to carry out the selection process. I've read IMB's Privacy Policy and agree to its terms (www.imb.de/jobs/data-protection).

I'm enclosing to this application my CV and certificates, as indicated in the [Application Process](#) page.

7. SUBMISSION

Please submit your application as a **single PDF document** including:

1. The Application Form, completely filled in
2. Your CV (see [Application Process](#) for list of info required)
3. Your university transcripts and degrees