How to fill in the ISS online form -
Step by step procedure

Data submitted in the online application form will be merged with the information you provided in your registration. The database then generates one PDF including all entries, your CV and university records. Recommendation letters uploaded by your referees will be automatically added.

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. In order to avoid mistakes, we recommend to select the date in the following order: year; month; day. By clicking twice on the “month-year” field of the calendar, you will be able to choose the year.

2) Issues with your browser or internet connection

Our application form works without interim data storage of the information you filled in. Therefore, you need to fill it in at once without closing your browser. It should not matter how long it takes you to fill the forms in, but we recommend to have your documents prepared and to avoid longer breaks while completing your application. If you take a long break while filling in the forms, a short interruption of the Internet connection can set the form back to the start when you click on the “next” button in order to switch to the next page. If this happens, please close the browser and start again.

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

Please notice that once submitted, the application cannot be changed!
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Registration procedure

1. PERSONAL DATA

- **Gender**
- **First name**
- **Last name**
- **E-mail address**
- **Repeat e-mail address**
- **Birthday**
- **Nationality**
- **How did you hear**

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

- **First name**
- **Last name**
- **E-mail address**
- **Repeat e-mail address**
- **Institution**
- **City**
- **Country**
Application procedure

1. CURRENT RESIDENCE

Please indicate the city and Country in which you are currently living.

2. CURRENT OR MOST RECENT DEGREE

By clicking on “Add degree” you will open the window with field to fill in.

Please enter here information about your current or most recent degree. If you have not yet finished your studies, please indicate the date when you expect to be done (e.g. defend your thesis).

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

3. LANGUAGE

Please include here information on you English language proficiency.
4. RESEARCH POSITIONS

Please 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.

If you have oral presentation or poster presentations at conferences/meetings, please indicate them in the following format:

Cruciat CM, Ohkawara B, Acebron SP, Karaulanov E, Reinhard C, Ingelfinger D, Boutros M and Niehrs C; Requirement of Prorenin Receptor and Vacuolar H+-ATPase-Mediated Acidification for Wnt Signaling
6. GROUP PREFERENCE

Please choose in this field, in the order of preference, Group Leaders with whom you are interested to work. 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

Describe your interest in the ISS and your chosen group(s) (maximum of 300 words)

Please write here why you would like to join the ISS, the group(s) you selected and why you would benefit from participating in the ISS.

Remaining words: 275
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8. FILE UPLOAD

For technical reasons, uploaded files must be PDF. Please be informed 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.

Once you have uploaded the PDF files, please click the SUBMIT button. Your submission will be confirmed by email. Your application cannot be changed afterwards.

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

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