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

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 you 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!
Registration procedure

1. PERSONAL DATA

<table>
<thead>
<tr>
<th>Personal data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>E-mail address</td>
</tr>
<tr>
<td>Birthday</td>
</tr>
<tr>
<td>How did you hear of the ISS</td>
</tr>
</tbody>
</table>

☐ 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

<table>
<thead>
<tr>
<th>Referee #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
</tr>
<tr>
<td>E-mail address</td>
</tr>
<tr>
<td>Institution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referee #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
</tr>
<tr>
<td>E-mail address</td>
</tr>
<tr>
<td>Institution</td>
</tr>
</tbody>
</table>

Add Referee

Register

Once you have submitted your registration, you will receive an email confirmation including:
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- Guidelines on how to apply.
- Your own personalized link to the application form.

Please make sure that you 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 following page will appear with all the sections you need to fill in. By selecting “Add”, the respective section will open and the required data can be entered.
1. CURRENT RESIDENCE

We kindly ask you to indicate here additional personal information.

![Current residence form](image)

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) form](image)

Next, fill in information about your current or most recent degree. 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.

If you have not yet finished your studies, please indicate the date when you expect to be done (e.g. defend your thesis).

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

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

6. GROUP PREFERENCE

Please note that since the ISS will take place online, it is not required for you to indicate a group preference.

7. MOTIVATION LETTER

In this section you should describe your interest in our Online International Summer School and in our research topics, why you would like to participate and how you would benefit from participating in it.

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

Documents
CV in PDF
Degree Pdf

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](mailto: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.