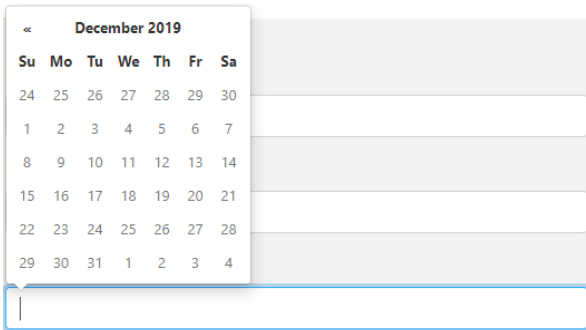


Before you begin, please consider the two following potential sources of errors/problems:

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

Personal data

Gender	First name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail address	Repeat e-mail address	
<input type="text"/>	<input type="text"/>	
Birthday	Nationality	
<input type="text"/>	<input type="text"/>	
How did you hear of the ISS		
<input type="text"/>		
<input type="checkbox"/> 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 #1

First name	Last name
<input type="text"/>	<input type="text"/>
E-mail address	Repeat e-mail address
<input type="text"/>	<input type="text"/>
Institution	Country
<input type="text"/>	<input type="text"/>

Referee #2

First name	Last name
<input type="text"/>	<input type="text"/>
E-mail address	Repeat e-mail address
<input type="text"/>	<input type="text"/>
Institution	Country
<input type="text"/>	<input type="text"/>

Add Referee

Register

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

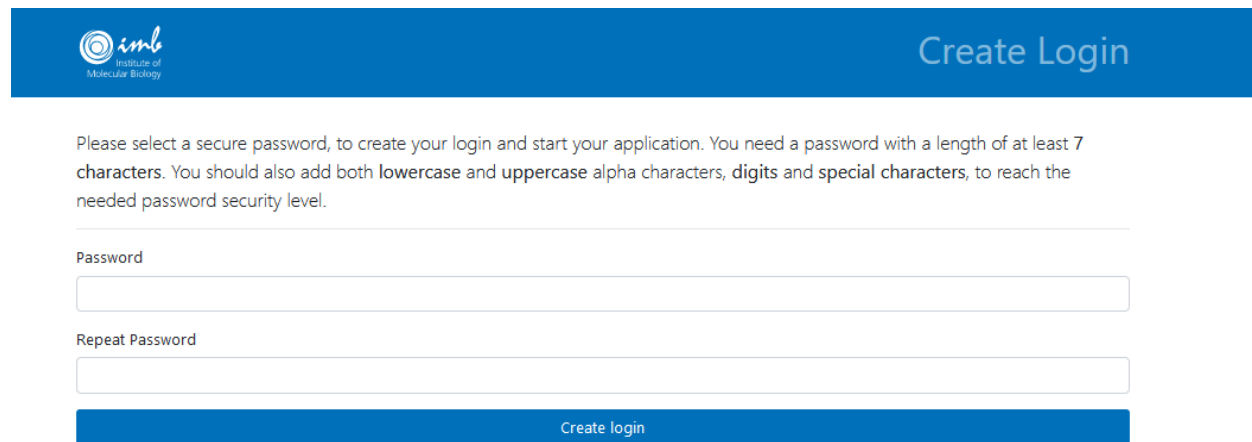
- Guidelines on how to apply.
- Your own personalized link to the application form.

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.

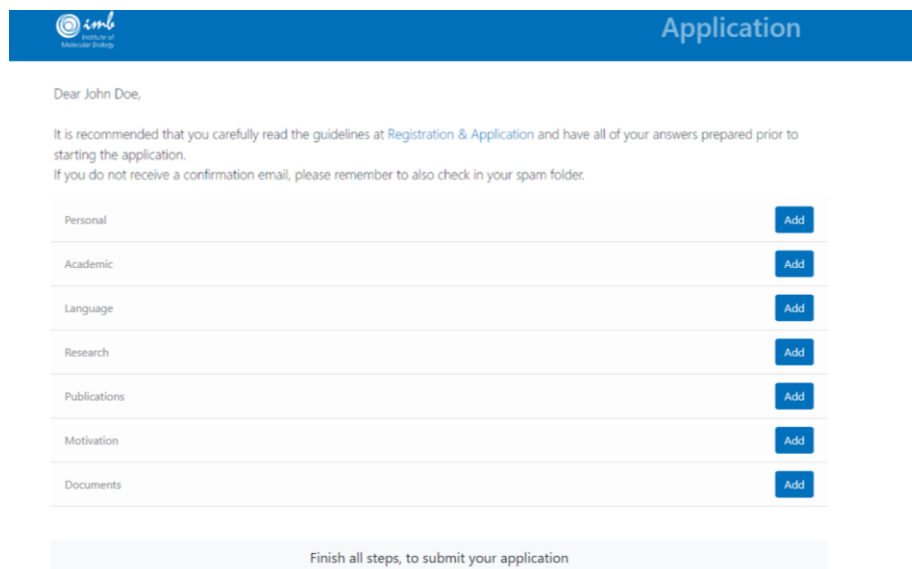
Application procedure

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.



The screenshot shows the 'Create Login' page. At the top left is the 'imb Institute of Molecular Biology' logo. At the top right is the text 'Create Login'. Below the header, there is a paragraph of instructions: '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.' Below this text are two input fields: 'Password' and 'Repeat Password'. At the bottom of the form is a blue button labeled 'Create login'.

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.



The screenshot shows the 'Application' page. At the top left is the 'imb Institute of Molecular Biology' logo. At the top right is the text 'Application'. Below the header, there is a greeting: 'Dear John Doe,'. Below the greeting is a paragraph of instructions: 'It is recommended that you carefully read the guidelines at Registration & Application and have all of your answers prepared prior to starting the application. If you do not receive a confirmation email, please remember to also check in your spam folder.' Below this text is a list of sections, each with an 'Add' button: Personal, Academic, Language, Research, Publications, Motivation, and Documents. At the bottom of the page is a button labeled 'Finish all steps, to submit your application'.

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 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.

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 you masters' studies.

Complete title of official degree

Degree

Degree specified

Institution/University

Institution specified

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

Country

City

Major fields of study

Major field of study specified

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

Number of years

Grade format

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

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

Grade point average

Maximum possible grade

As displayed on your transcript

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.

Further degrees

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)

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

Purpose of stay abroad

Country City

Institution/University Project title/topic (if applicable)

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)

[\[Remove Stay Abroad \]](#)

Add Stay Abroad

3. LANGUAGE

Include here information on your English language proficiency.

Level

Language level

Language Tests

Language Test

Name	Points	Max points
<input type="text"/>	<input type="text"/>	<input type="text"/>

[\[Remove Test \]](#)

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)

Country City

Institution Supervisor(s)

[Remove Position]

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.

Publications

Publication

Title of publication

PubmedID

[Remove Publication]

Add Publication

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

Presentations

Presentation

Title of presentation	Title of conference
<input type="text"/>	<input type="text"/>
Country	City
<input type="text"/>	<input type="text"/>
Date (mm/yyyy)	Presentation Style
<input type="text"/>	
	<input type="checkbox"/> Oral <input type="checkbox"/> Poster

[Remove Presentation]

Add Presentation

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.

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

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"/>
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.

Documents

[Edit](#)

CV in PDF

Uploaded

Degree Pdf

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.