

How to fill in the IPPro 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

œ	December 2019						
Su	Мо	Tu	We	Th	Fr	Sa	
24	25	26	27	28	29	30	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	

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

Personal data	
First name	Last name
E-mail address	Repeat e-mail address
Birthday	Nationality
	· · · ·
How did you hear	
×	

2. REFEREES

leferees	
Referee #1	
First name	Last name
E-mail address	Repeat e-mail address
Institution	Country
	· · · · · · · · · · · · · · · · · · ·
Referee #2	
First name	Last name
E-mail address	Repeat e-mail address
Institution	Country



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Application procedure

2. ACADEMIC TRAINING

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

3. 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 IMB Group Leaders are recruiting; for a list of projects currently offered, check our webpage.

4. MOTIVATION LETTER

<u>/rite here your</u> co elected	over letter, including your scientific achievements & goals, and why you are interested in a postdoc at IMB and in the group yo	u
aining words: 473		

5. FILE UPLOAD

For technical reasons, uploaded files must be PDF.

Attach one file containing your CV and your degrees						
	Browse					
Please upload your documents as a single PDF file						

Please put at the beginning of the file your CV, followed by your degrees and, if available, also a copy of your English language certificate.

The research proposal is optional.



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Attach one file containing your research proposal (optional)	
	Browse
Please upload your research proposal (maximum of 2 pages) in PDF format	
Previous step	Submit

Once you have uploaded the file(s), 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 IPPro Office: postdoc@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.