

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	<input type="text"/>	Family Name	<input type="text"/>
Date of Birth (DD/MM/YYYY)	<input type="text"/>	Citizenship	<input type="text"/>
Current Address (Street, House No, ZIP code, City, Country)			
<input type="text"/>			
Email Address	<input type="text"/>	Telephone +	<input type="text"/>
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Diverse <input type="checkbox"/> 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](#) as indicated on our webpage, from the drop down menu.

Group #1	<input type="text" value="Select item"/>	Group #2	<input type="text" value="Select item"/>	Group #3	<input type="text" value="Select item"/>
Group #4	<input type="text" value="Select item"/>	Group #5	<input type="text" value="Select item"/>		

3. CURRENT OR MOST RECENT STUDIES

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 STUDIES

Please indicate here your current or most recent university studies. If you are currently studying for your MSc, please indicate your master's studies.

Degree Type (e.g. BSc, MSc...)	
Complete name of official degree	
Major field of study	
University/Institution	
Country	
City	
Date attended from	
Date Attended to	
Duration of degree (years)	
Grade average (as in transcripts)	
Grade format (as in transcripts)	
Grade point average (%)	

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%.

4. 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.

Please include in this section also relevant information e.g. on funding you have already acquired to support your internship or funding you are planning to apply for.

Your motivation letter should be maximum 400 words long.

IMB
Institute of
Molecular Biology

MOTIVATION LETTER (max 400 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.

5. TYPE OF INTERNSHIP YOU ARE APPLYING FOR

In this section, please let us know for what kind of internship you are applying. Make sure to have carefully read on our [website](#) the type of internships we offer and their respective requirements. 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

Please make sure to review the regulations for voluntary internships on our [webpage](#).

- | | |
|--|---|
| <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 <u>without</u> own funding |
| <input type="checkbox"/> Voluntary research internship <u>with</u> own funding | <input type="checkbox"/> Other (e.g. ERASMUS; 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 Not yet but I’m planning to apply (please specify in your motivation letter)

How long would you like your internship to be? Please indicate the exact duration (months or weeks) of your intended internship:

Do you need a visa to come to Germany for a research internship? Yes No

Please indicate the end of your current (or last) university enrollment (date):

When would you like to start your internship? Start date: End date:

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

Referee’s First Name

Referee’s Family Name

Referee’s Institution

Referee’s Current Address (Street, House No, ZIP code, City)

Referee’s Email Address

Referee’s Telephone +

7. APPLICATION CHECKLIST

To make sure your application is complete, use the checklist at the end of the form.

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

APPLICATION CHECKLIST

- High school certificate
- University transcripts from all studies
- University degrees (if studies are completed)
- Confirmation of enrollment, if currently still enrolled at university
- Curriculum Vitae
- Fully completed** application form
- By sending this application, I consent to IMB saving my personal data in order to carry out the selection process. I have read IMB's Privacy Policy and agree to its terms (www.imb.de/jobs/data-protection).

8. 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.