

### **My PhD Application: Checklist (Version 2.1)**

#### **This is the right program for you if you...**

- hold or are about to receive a master's degree in computer science (or an equivalent degree) from a research-oriented institution of higher education
- have an outstanding academic ranking (MSc GPA >75%)
- have excellent oral and written English language skills
- show aptitude for independent, creative work
- have performed research and published (or submitted for publication) the results

#### **The online application**

##### **Information needed for step 1 of the application process**

Apart from your personal details, you should be prepared to give the following information when filling in step 1 of the application:

- The names of your BSc and MSc awarding institutions
- Your BSc and MSc GPAs (in %)
- Three names and email addresses of professors, or similar, willing to give an academic reference for you. One of them should preferably be your MSc thesis supervisor. Please note that only official university e-mail addresses will be accepted. (no attachments needed, just our online form to be filled in)

##### **Documents needed for step 2 of the application process**

*After submitting the data asked for in step 1, you will receive an Email containing a link to step 2. In step 2 you will be asked to upload the documents listed below.*

*Please notice that all documents must be official English versions in pdf format. In addition, it is important that you name the documents exactly as mentioned below, otherwise the upload will fail.*

##### **Compulsory documents:**

- A resume/CV (name file: "cv.pdf")
- A personal statement explaining your motivation and reasons for pursuing a PhD in computer science at the International Max Planck Research School for Computer Science and stating your preferred supervisor or research group. (name file: "sop.pdf")
- A master's degree certificate (if already received). (name file: "msc-degree.pdf")

## PhD application to IMPRS Saarbrücken - Checklist

- Academic transcripts from your master's course of study. (name file: "msc-transcript.pdf")
- An abstract of your Master's thesis. If you have not submitted your thesis yet, please inform us when you will submit it and provide the email address of your Msc thesis supervisor. (name file: "msc-abstract.pdf")
- A bachelor's degree certificate (if already received). (name file: "bsc-degree.pdf")
- Academic transcripts from your bachelor's course of study. (name file: "bsc-transcript.pdf")
- A school leaving certificate and final transcript, as one pdf file. E.g. High School or Pre-university graduation documents. (name file: "school-leaving.pdf")

### **Non-compulsory documents:**

- Abstracts of publications in one pdf file (if available). (name file: "publications.pdf")
- If you have taken any official English language tests (IELTS, TOEFL, Cambridge...), please attach them as one pdf document. (name file: "engcert.pdf")
- If you have taken a GRE test, please attach it as a pdf document. (name file: "gre.pdf")
- Miscellaneous: If you wish to include further documents, such as full publications, or other documents that we have not requested above, please proceed as follows:
  1. Number your miscellaneous documents and create a list with the documents' titles and their corresponding numbers.
  2. Combine all documents in a single pdf file, the list of documents being the first page.
  3. Name the file "misc.pdf".
  4. Done!

**As soon as you have collected all the required documents and named them as specified above, you may proceed to our online application form.**

**If you should not be able to provide specific documents at the time of your online application, please explain why. There will be an opportunity to do so in our online form**

**Good luck for your application!**