

Guide for Applicants: How do I apply for a doctoral position offer with PhDGermany?

- » Background information on the German Doctoral System and on Germany as a Research Destination can be found on:
www.research-in-germany.de/phd and www.daad.de/deutschland/promotion

You have direct access to PhD position offers in Germany through the DAAD PhDGermany Platform. The institutes offering the positions are especially interested in international applicants. Our Platform helps you find the right PhD position offer or supervisor for your doctoral thesis and assists you with the online application process.

This guide contains information on the follow topics:

- ① Searching for a Doctoral Position
- ② Applying Online with the DAAD Portal
- ③ The Selection Process
- ④ Step-by-step through the Application Form

① Searching for a Doctoral Position

You can search for a doctoral position via the database on www.phdgermany.de. Search results can be filtered according to the following criteria:

- Subject Area
- Country of Origin (Some doctoral position offers are only available to certain nationalities due to the content of these positions). Your Country of Origin is the country where you hold citizenship and/or have resided in for at least the past 6 years.
- Financing (Self-financed, ex.: existing scholarship vs. position with salary)

With the extended search ("Further Options") results can be reduced by specific criteria:

- City
- University / Research Organisation
- Working Language (German / English)
- Doctorate Type (Full Doctorate or a Research Stay, ex.: in the context of a Sandwich Program)*

* A "Sandwich Program" describes a project that is supervised by both a German and an international professor. While the doctoral student writes their thesis in their home country, a 1 to 2 year long research stay under the supervision of a German professor is a part of the program.

When you have found a doctoral position offer, proceed by clicking on the Apply Online button under the description of the offer in the DAAD Portal.

② Applying Online with the DAAD Portal

» see also ④ Step-by-step through the Application Form

PhDGermany uses the DAAD portal for the application process. You need to register once (free of charge) as a user in the portal system (<https://portal.daad.de>), in order to apply for the positions offered. During registration you can choose to use either the German or English version of the portal. You will be sent a temporary password that will expire after your first login – please replace it with a new password that you choose yourself.

When you have logged in, please click on the “PhDGermany” tab in order to proceed to the application area.



- » Please note: A search for a matching position with specific search criteria is only possible with the database on the PhDGermany website. By directly entering through the DAAD-Portal this filter function will not be available.
- » Your application must be directed to a specific offer (unsolicited applications are accepted). If you would like to apply to more than one position, then you must send a separate application for each position.

Tip: It is best to search on www.phdgermany.de for a suitable offer and then click on the “Apply Online” button. This way you will automatically arrive at the DAAD Portal where you can proceed with your application. The position that you have clicked-on in the database will be pre-selected in the Portal. You only need to enter your Country of Origin and then you can immediately begin with your application.

IN THE APPLICATION AREA

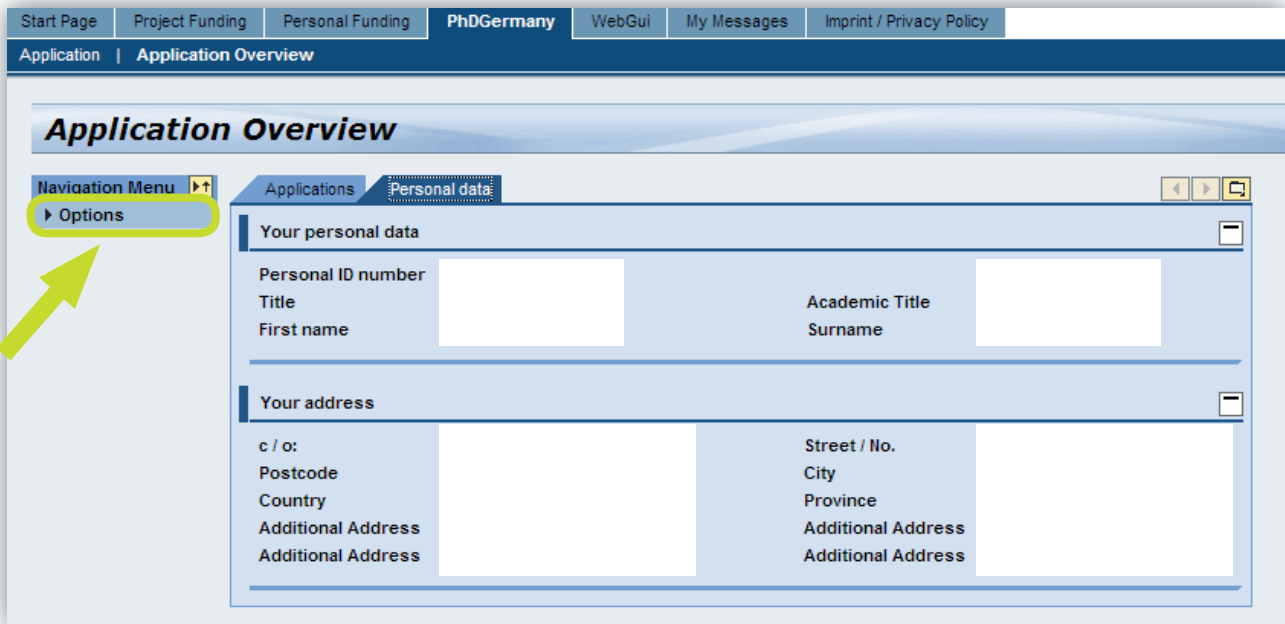
Tip: You can download the application form, fill it in offline and then upload the completed form. This is possible with the Disk Symbol that is found above the PDF form or above the menu option, “Download Form”.

You can also directly fill-in the form online and then send it. Warning: After a long pause, the session will be automatically ended for security reasons. We recommend that you regularly save your data! You can do this by clicking on the “Save Data” symbol on the left side list.

Tip: Take a look at all items on the application form before beginning to enter in data, and prepare the necessary application documents (e.g. Curriculum Vitae and Certificates).

Required Fields: You must fill-in all parts of the application that are marked with an asterisk (*). Once you have entered your data, click on “Next” and you will proceed to the next part of the application.

When all required fields are filled-in, the “Send Application” option appears under the “Overview” side. When you are certain that all the information submitted is correct, then click on “Send Application”. If you need to make corrections to the application form after the application has been sent, note that this is only possible in special cases. You can send urgent changes to a DAAD employee through the “My Messages” function. Your personal data can be modified via the “Application Overview” field, with the “Change Personal Data” option.



» Please note, that applications are only possible through the DAAD Portal and cannot be submitted by mail.

Application Documents

The application documents play a very important role in a successful search for a position in Germany. The professors responsible carefully examine the submitted documents before accepting the applicant to the next stage in the selection process. Therefore it is important that formal criteria regarding form and content are followed correctly. An application should contain a **cover letter** (with your correct address, e-mail address and telephone number), **curriculum vitae** in tabular format, a professionally-made **application photo** as well as **certificates** and **references**.

Use a single, easily-read and formal font (ex.: Times New Roman or Arial) for you application. For emphasis and special explanations you can also make use of the *Italic* or **Bold** options.

Tip: An example Curriculum Vitae and information on preparing a Research Proposal (description of your research project) is found in the DAAD Portal on the left-side menu list in the application area (“attachments”).

③ The Selection Process

At the end of the application period the received applications will be fully examined and all the submitted documents will be forwarded to the respective universities and research organisations. Incomplete applications will not be accepted.

The assessment of the application packages, the communication, selection and invitation of suitable candidates, as well as acceptance and rejection, is conducted by the organizations offering the positions (the respective universities and research organizations). DAAD cannot provide you with any information related to the decision-making process.

You can find the current status of you application in the Portal under "Application Summary".

You can see the status of you application(s) here:

Status displayed	Meaning
Submitted	You have submitted an application.
Incomplete	You have submitted an incomplete application. This cannot be considered in the application process. Please submit a complete application.
Complete	Your application is complete and has been submitted to us.
Forwarded to a University	Your application was forwarded to the responsible supervisor.
Accepted by the University	You were chosen for the doctoral position – Congratulations!
Denied by the University	The university has selected another applicant.
Withdrawn by the Applicant	You have withdrawn your application.
Denied due to the time limit	You submitted your application after the end of the application period and could not be considered in the application process.

④ Step-by-step through the Application Form

The following information applies to particular fields in the application form.

APPLICATION

1.) GENERAL DETAILS

PhD Position: The doctoral position that you have selected is automatically inserted here.

Position Number: This number will be assigned to you automatically. Please provide this number during correspondence with us.

2.) APPLICANT DETAILS

① *Title:* Please choose your respective title

Surname: self-explanatory

Name at Birth: If your current Surname is not the same as your Name at Birth, then please input your Name at Birth here.

Academic Title: Please choose from the list

First Name(s): self-explanatory

Date of Birth: self-explanatory

Place of Birth: self-explanatory

Country of Birth: Please choose from the list

Citizenship: Please choose from the list

2nd Citizenship: If applicable, please select from the list

② Permanent Address

Please provide your permanent address in the full form that it would appear on normal mail. Mail must be able to be delivered to you using this address.

③ Address during the academic year

You can provide an alternative address in the case that you are more easily reachable at another address during the school year. Please provide the complete address.

If you do not have an alternative address, then simply click on "No".

④ Where do you wish to acquire a doctoral degree?

Please indicate if you plan to pursue your doctoral degree in Germany.

There is also the possibility to only pursue a research stay in Germany (ex.: in the context of a "Sandwich Program"). A "Sandwich Program" describes a project that is supervised by both a German and an international professor. While the doctoral student writes their thesis in their home country, a 1 to 2 year long research stay under the supervision of a German professor is a part of the program.

⑤ Planned length of stay in Germany

Please provide the earliest possible date that you can start your doctoral position and the latest date when you would like to return to your home country.

⑥ Previous Research or Work Stays

Please provide information on your previous studies and what type of degree was conferred.

⑦ Bisherige Forschungs-/Arbeitsaufenthalte oder Tätigkeiten

Please provide information on where you have previously worked or conducted research (or currently are working/ conducting research). Under "Notes" you can describe your work activity (ex.: Electrical Engineer).

⑧ Previous Awards and Scholarships

If you have been previously awarded a scholarship or another kind of academic award, you can enter it here.

⑨ Please name at least one Professor, who can provide information on you and your research interests.

Provide the contact details of at least one professor from your home university who is familiar with your research work and knows you well.

⑩ Will you be sponsored (supported) for your planned doctorate or have you applied for funding for his period?

Please indicate if you have applied for a government scholarship in your home country. Your details serve exclusively for the purpose of information and do not have an effect on the selection process. Please take note that certain positions cannot be financed (have no salary). In these cases it is given that the costs of your doctorate will be carried by you or by a third party.

⑪ Language Proficiency

Please choose the languages that you speak and select the level of your ability. You will have the opportunity (in the "attachments" section") to upload certificates of language proficiency.

⑫ Please provide a brief description of your research interest:

Please describe in short-form the research project that you would like to work on. An Abstract of your dissertation project can be attached to your application in the next part of the Portal.

13) Other remarks that you regard as important concerning your application:

If you still have remarks or an important point to make about yourself or your qualifications, then you can use this field. You can also leave this field blank.

2.) ATTACHMENTS

Please attach all necessary documents for the doctoral position (Curriculum Vitae, Abstract, etc.) as attachments. If you would like to check which attachments are necessary you can view the “Offer Details” in the left side menu. The following file types are accepted (max. 10MB): PDF, DOC, RTF, XLS, PPT, JPG, GIF, TIF

Don't forget to attach a photo to you application package. You can do this by uploading it under “Additional Attachments”, or by inserting it directly into your Curriculum Vitae.

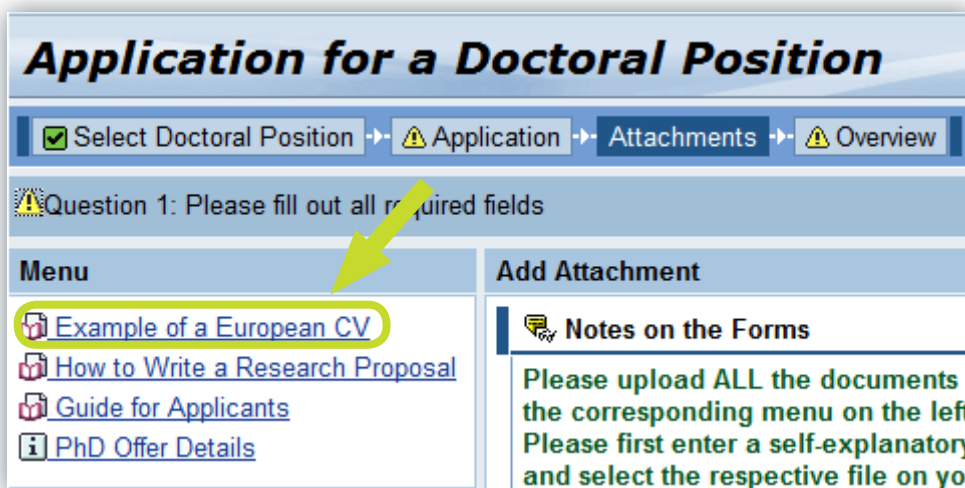
“Upload”

Please choose the files that you will upload from your computer by clicking on “Search”. By clicking on the “Upload Now” button you will be able to attach the files to your application. 10 files per field can be uploaded, with each having a maximum file size of 10MB. Please be careful not to have the documents open (for example in Word or Excel) while uploading.

Tip: Attachments will not be saved in the Portal as cached files. It is therefore recommended to upload your attachments just before the final submission of your application.

Curriculum Vitae

In Germany the most important individual data is depicted in the form of a tabular Curriculum Vitae. Please attach this here and, when it is required in the position description, also a list of your publications. In the left side menu (in the Application Area) you will find a link to a common template for a Curriculum Vitae with design examples and assistance with filling it in.



Certificates

Please attach all the necessary certificates named in the position description. You can review the position details in the left menu.

Letter of Motivation

Please attach a document that describes your motivation for the desired position. Make sure to address the requirements named in the position description in this document.

Abstract of Research Project

Please attach a document that describes your desired research topic. You can refer also to the “Help” document (PDF) on the left side.

Other

Please attach all other documents called for in the position description and which are relevant to your application (ex.: Certificates, Awards, Scientific Articles, others)

3.) OVERVIEW

You can view an overview of the information that you have submitted.



4.) SEND APPLICATION

Before sending your application please make sure that the form is completed fully and that all necessary attachments have been uploaded. The status of your application is showed (in the lower part of your screen) with **green** and **yellow** symbols. As long as the form remains incomplete and the symbol is not green, submission of your application is not possible. In this case click on the yellow symbol in order to go to the location which requires completion. Additional information is available by clicking on the “Expand List” button on the top right.

Please note, that you cannot access your uploaded documents after the final submission of the application and that the files cannot be edited in the Portal.

Send Application

As soon as the “Overview” heading is confirmed with three green symbols, indicating that you have fully completed the application, you can click on the button to send your application.

In the event that you encounter problems or have questions, please feel free to contact us:

Technical Problems

Portal-User-Support

E-Mail: portal@daad.de

Tel: +49 (0)228 882 888

(weekdays 9am-12pm
and 2pm-4pm).

Non-technical questions

PhDGermany

E-Mail: phdgermany@daad.de