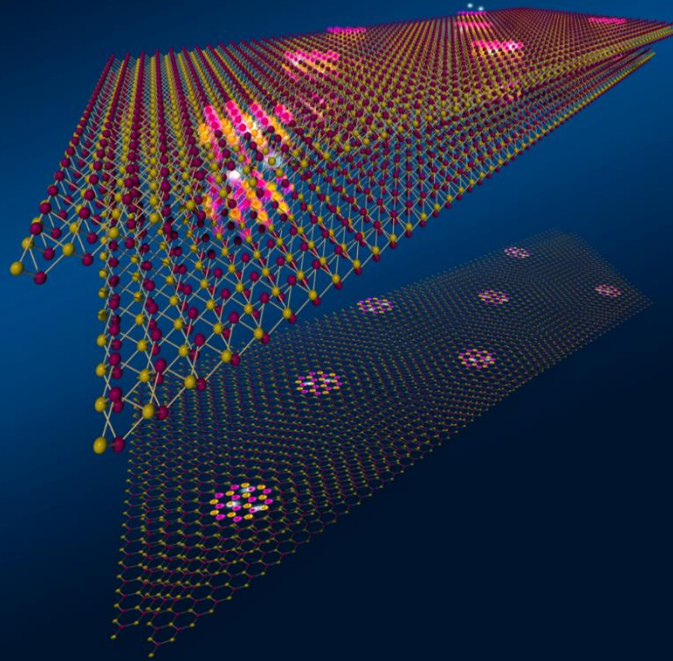


Want a PhD
in Ultrafast Science?



**Guidelines for a successful application
to the IMPRS UFAST PhD program
(Entry 2024)**

1. Preface

Your application to IMPRS UFAST consists of several steps that are outlined below. Your application must be submitted using the IMPRS UFAST online application system, which can be accessed from the IMPRS UFAST website from **15th September 2023**. <https://www.mpsd.mpg.de/career/jobs>. The application deadline is **6th November 2023**. Before you start on your online application, please carefully read the form and identify the exact information required. On the online form, all fields which are mandatory are marked with a red star.

Please note:

- **You will need to complete the online form and upload all supporting documents in one step. It will not be possible to log onto the application system again to amend or complete parts of your application. We recommend applicants submit all documents as one PDF file.**
- All documents submitted as part of the application must be in English (see below for translation of documents).
- Only applications **submitted online** can be accepted. Applications submitted via post, fax or email cannot be accepted.
- If, by accident, you submit an incomplete application, please contact the IMPRS Coordinator on imprs.ufast@mpsd.mpg.de for advice. The system may not allow you to create a further record.
- Your applications will only be processed after the deadline has passed. We will contact all applicants with feedback.

1. Timeline and Important Dates

Timeline and Important Dates	
Application period	September 15 th – November 6 th 2023
Recommendation Letters submission deadline:	November 12 th 2023
Evaluation	Middle of December 2023
Candidate Workshop	February 12 th – 14 th 2024
Final decisions	End of February 2024
Start of your PhD	The preferred starting time is late summer, beginning of autumn 2024. In exceptional cases, it may be possible to start on the research project earlier.

***Candidate workshop:** Shortlisted candidates will be invited to a 3-day workshop in Hamburg from 12th to 14th February 2024. If you are shortlisted, you will be asked to give a short presentation on your previous research (e.g. Masters research) and you will have the opportunity to talk in person to potential PhD supervisors. Accommodation and travel expenses for invited candidates during the workshop period will be covered by the IMPRS.

1. Online application

Step 1: Complete the application form

The form asks you to provide personal details and your educational/academic history. Please complete all required fields (marked in red) as well as any optional fields, as appropriate. Under the point 'School career: Colleges and Universities, please only list colleges/universities from which you graduated with an academic degree (Master, Bachelor, MPhil etc.). Any extended study/research period abroad should only be listed in your CV. It is important for us to know what your research interests are and which one and up to two open PhD projects 2023, which you would choose. Your choices should be based on your academic background, your previous research experience and how this matches the research areas of the relevant IMPRS faculty members. You can find all the necessary information on the IMPRS website.

Step 2: Upload your application

Your application should include the following documents:

- 1) **Curriculum Vitae (CV)**
- 2) **Letter of Motivation and Research Interests, not more than one A4 pages** in a normal font size (e.g. Arial 11 or Times New Roman 12). This letter is a key document in the application. Take some time to carefully prepare this document!

The letter must:

- *give insight into your research interests (fields of research and particular topics you are interested in) and your personal research experience,*
- *give evidence why you are interested in the project(s) you have chosen,*
- *clearly state your motivation to pursue PhD studies*
- *give reasons for choosing the IMPRS UFAST*

- 3) **Abstract of your Master thesis** (in English), not more than one A4 page in a normal font size (e.g. Arial 11 or Times New Roman 12).
- 4) **Master Degree Certificate and Master Transcript**
- 5) **Bachelor Degree Certificate and Bachelor Transcript**
Candidates from the European Union may provide a Diploma Supplement instead of the degree certificate and transcript of the relevant degrees.
- 6) **English Language Test certificate** (for students whose first language is not English)
The IMPRS UFAST program is entirely in English and our students must not only be able to communicate at a high level but also to write and defend their thesis in English. To ensure that candidates have the necessary skills to successfully complete the program, an English Language test is required as part of the application, usually TOEFL or IELTS. This requirement may be waived if a candidate has completed a university degree at an institution which teaches in English. Candidates whose test or test results are pending can still apply to the IMPRS. In this case, please provide the scheduled test date. Test results must be available by the deadline (6th November 2023) to allow us to consider the application in the further selection process. In exceptional cases, alternative proof of language proficiency can be accepted, e.g. a statement from an academic supervisor, authored publications in English or relevant experience in an English-speaking work context.

Please note that, all documents submitted must be in English. Documents/certificates which are in a language other than English and need to be submitted as part of the application (e.g. Bachelor/Masters certificates and transcripts, must be translated into English.

For the online application process, non-certified translations are sufficient. Candidates who have received an offer of a place will be asked to provide a certified translation of documents submitted in the application process for their final admission to the IMPRS UFAST. **Please make sure to have these documents ready as one merged pdf file.** If you would like to submit further documents, please add them to the same pdf file. To upload a document, find it on your computer, select the relevant category from the dropdown menu and click *Upload*. Please try to minimize the size of individual documents e.g. by saving them as grayscale rather than colour files. **Please note that we can consider only applications, which include all the required documents!**

Step 3: Submitting the application and referee information

To submit your application click *Submit Application* once. If your submission is processed by the system, you will be forwarded to the final page of the application.

- *On this page, you will find important information regarding the Letters of Reference. Please follow the instructions.*
- *You will also receive an email with your applicant number. Please make a note of this number for future reference.*

Step 4: Letters of References

It is your responsibility to request Letters of References from the two referees listed in your application. Referees are asked to use the form provided by the IMPRS UFAST. Full instructions as well as the necessary forms can be found [here](#). **References must reach the IMPRS by 16th November 2023.**

Final tips:

Look out for emails from the IMPRS UFAST office. Your spam filter might sort out emails, so check your spam folder regularly and make sure our email address is added to your trusted sender list if necessary.

If you have any questions or problems regarding the application process or the online system, please contact the IMPRS UFAST coordinator (Dr. Neda Lotfiomran) on IMPRS.UFAST@mpsd.mpg.de or phone +49 (0)40 8998 88040.

We look forward to receiving your application!