

# Page - Application information

[ISTScholar](#) is the PhD program of IST Austria. To apply you have to create an online account, which will allow you to track your application through its various stages.

You do not need to complete the application process in one session. You can return to your account and save your application as often as you like, up until you are ready to submit.

## Step 1: Create an account

Register online by entering your e-mail and choosing a password. You will receive an e-mail with a link to finalize the registration of your user account immediately.

## Step 2: Read the instructions

Read the instructions carefully to make sure you complete all steps and upload all necessary documents.

## Step 3: Enter application data

There are five parts to your application. Make sure that you press "Save" each time before moving on to a different section! When you leave a page without having saved it, your data will be lost and you will have to re-enter it.

## Step 4: Submit your application

Ensure that your application is complete and correct before submitting. Once you have submitted your application, you will not be able to make further changes. The submission deadline for applicants is January 8, 2017 11:59 PM CET. Referees need to submit their recommendations by January 15, 2017 11:59 PM CET. These deadlines are firm and extensions are not granted.

IST Austria will only process complete and submitted applications; all others will not be reviewed.

If your application is incomplete (e.g., sections left blank, documents and/or references missing, misspelled e-mail addresses of referees, and so on...), we will not contact you to inform you that it is incomplete.

Applicants should note IST Austria cannot answer telephoned queries. Please note that we receive a large number of applications and a high volume of applicant inquiries as the deadline approaches. We aim at answering all written inquiries within 24 hours during standard office hours (Mon – Fri 9 AM – 5 PM CET), but may take longer during peak times.

If there is an urgent matter regarding your application submission that is not addressed in the instructions, please contact our administrator at [gradschool@ist.ac.at](mailto:gradschool@ist.ac.at)

Results will be available from mid-February onwards.



This program has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 665385.

## Page - Personal data

Please enter information into all required fields. Required fields are highlighted.

**First name**

**Date of birth (YYYY-MM-DD)**

**Last name**

**Gender**

**Address**

**Nationality**

**Country**

Phone

Mobile phone

Homepage / online profile (URL)

Example: <http://www.linkedin.com/in/brucewayne>

IST Austria values diversity and is committed to equality. The Institute acts strongly to provide a place where everyone is treated equally and respectfully regardless of age, gender, ethnicity, religion, sexual orientation and physical ability.

## Page - Education

Please enter your degree information here.

If the official title is different from Bachelor or Master please choose the best equivalent. Once a degree entry has been saved, it will appear on top of the page. You can modify the information by clicking the pen icon on the right hand side, or delete it by clicking the red x sign on the right.

If you have not been awarded your Bachelor's/Master's yet, please enter the expected graduation date in the corresponding fields. In case of admission you will need to finish your 1st degree before September. You will be asked to upload copies of your certificates and transcripts in the Section "Application Data".

All documents need to be submitted in English. All diplomas and transcripts need to be submitted in their original language as well as in English. An official translation is not required at this point.

Grading system:

If grades range from 1 to 10, with 10 being the best then enter 10 for 'Highest possible grade'. If the grading system is in a letter grading (e.g. A – F), transform it into a number grading (e.g. 1 – 6). Do the same for grades given in % (e.g. 100% = 100 = highest possible grade, if the average grade is 78% = 78).

<b>Degree</b>	<b>Your average grade</b>
<input type="text" value="Bachelor (or equivalent)"/>	<input type="text"/>
<b>Field of study</b>	<input type="checkbox"/> Grade has not yet been awarded
<input type="text"/>	<b>Highest possible grade for this degree</b>
<b>Institution</b>	<input type="text"/>
<input type="text"/>	For example, if grades range from 1 to 10, with 10 being the best, then enter 10 here.
<b>Main website of the institution</b>	<b>Lowest passing grade for this degree</b>
<input type="text"/>	<input type="text"/>
<b>Department</b>	For example, if grades range from 1 to 10, and with 5 you pass the degree, but with 4.9 you don't, then enter 5 here.
<input type="text"/>	
<b>City</b>	
<input type="text"/>	
<b>Country</b>	
<input type="text"/>	
<b>(Expected) Year of graduation</b>	
<input type="text"/>	
<b>(Expected) Month of graduation</b>	
<input type="text"/>	

## Page - Application data

Choose up to three areas that represent your current research interests. You can either choose a broad area, such as Biology or Computer Science, or a more specific area, such as Biology: Cell and Developmental Biology. The maximum number of areas you can select is three.

Your selection of areas is not binding. IST Austria offers a single interdisciplinary PhD program. Once admitted to the program, you can explore different areas of research.

### Areas of Interest

Please rank your interests by arranging your selection from top to bottom by dragging your top choice to the top. You can pick either broad areas (e.g. Biology) or specialized ones (e.g. Biology – Biophysics). Keep in mind that your application will be reviewed by members of the selection committee who have a corresponding background.

#### Computer Science

Computer Science – Algorithms  
Computer Science – Computer Graphics  
Computer Science – Computer Vision  
Computer Science – Cryptography  
Computer Science – Machine Learning  
Computer Science – Systems  
Computer Science – Theoretical Computer Science

Neuroscience  
Neuroscience – Cellular Neuroscience  
Neuroscience – Developmental Neuroscience  
Neuroscience – Molecular Neuroscience  
Neuroscience – Structural Neuroscience  
Neuroscience – Systems Neuroscience  
Neuroscience – Theoretical/Computational Neuroscience

#### Mathematics

Mathematics – Analysis  
Mathematics – Geometry/Topology  
Mathematics – Mathematical Physics  
Mathematics – Probability

#### Physics

Physics – Atomic, Molecular, and Optical Physics  
Physics – Biophysics  
Physics – Fluid Dynamics/Turbulence  
Physics – Mathematical Physics  
Physics – Nanotechnology  
Physics – Quantum Physics  
Physics – Solid State Physics

#### Biology

Biology – Biochemistry  
Biology - Biophysics  
Biology - Cell and Developmental Biology  
Biology – Evolutionary Biology  
Biology – Structural Biology  
Biology – Systems Biology

### Attachments

Please upload all relevant documents in English and as **unencrypted, password-free PDF files**. Other file formats are not supported. If a document consists of more than one page, please combine these pages into a single PDF document. If you do not have a pdf converter installed on your computer, please use any online PDF converter (for example the free [online2pdf.com](https://www.online2pdf.com))

Mandatory uploads are a curriculum vitae, and a statement of purpose that explains your research experience and your motivation for applying to ISTScholar. You can also specify in this if there are any specific research group that you would like to work with. At this stage you do not need to contact potential supervisors.

Please upload university transcripts for any degree program you have attended and/or are currently enrolled in. If you have completed a degree please upload the final transcript and diploma/certificate. **We will not process applications that do not include transcripts.** A language certificate (TOEFL/IELTS, GRE) is helpful but not mandatory. The IST Austria TOEFL code is 6384.

#### Curriculum vitae

 No file selected.


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✔ 535026a.pdf 

#### Statement of purpose

 No file selected.

✔ 535026a.pdf

✔ 535026a.pdf 

#### Bachelor certificate

 No file selected.

#### Bachelor grades

 No file selected.

#### Master certificate

 No file selected.

#### Master grades

 No file selected.

#### Language certificate

 No file selected.

#### Other

 No file selected.

# Page - Additional information

In this section you can give us additional information that may strengthen your application e.g. about lab experience you might have or internships you did. Please note that this is mostly voluntary information. Your application will be considered complete if the optional fields are left blank. All applications will be reviewed in the same rigorous manner. Your answer in the residency question will not affect your application in any way.

Where did you learn about ISTScholar?

Have you resided in Austria for more than 12 months (cumulative) since January 1, 2014?

Have you done an internship at IST?

Have you done any other internships?

If yes, please describe it in 1-2 lines

Do you have any laboratory experience outside course work?

If yes, please describe it in 1-2 lines

Have you participated in any science olympiads in any of the fields below?

- Biology  Chemistry  Computer Science  Mathematics  
 Physics  Other

If yes, please describe it in 1-2 lines

Have you won any awards?

- for your bachelor's thesis  for your master's thesis  
 for a publication  for other academic achievements

If yes, please describe it in 1-2 lines

If you have any publications, please specify URLs (DOIs preferred)


## Page - References

Enter the names and e-mail addresses of 3 referees who have taught you or supervised your work and are therefore able to evaluate your academic and research performance. We will accept up to one letter from a non-academic work environment. They will receive an e-mail directly from us ([gradschool@ist.ac.at](mailto:gradschool@ist.ac.at)) with the subject "Request for Letter of Recommendation – IST Austria" with a link to an online platform. Make sure that the e-mail address is still valid and the spelling is correct.

We will **not** contact you should we receive bounce backs from e-mail addresses

E-mails can get lost in personal or institutional spam folders or may be blocked by institutional fire walls. Therefore make sure that your referees have approved the e-mail address [gradschool@ist.ac.at](mailto:gradschool@ist.ac.at) **before** sending the request.

Enter all e-mail addresses manually, do not copy/paste them from a website as it may be encoded to protect it from spambots trying to extract addresses from websites. Again, double check the spelling! We will not contact you should we receive bounce backs from e-mail addresses.

Use the send recommendation option  to send the request to the referees immediately while still working on your application. Otherwise the request will only be sent after you have submitted your application.

Please note that we are unable to process your application without three letters of recommendation. These letters are an integral part of your application, and it is your responsibility to ensure that all letters of reference are submitted by **January 15, 2017 11:59 PM CET**. You can track the status of the letters to see whether the letters have arrived. Please make sure to remind your referees in a timely manner. The deadline is firm and we do not grant extensions.


Name	Institution	
Tre'gok Olahg Contacted at 2016-10-13 09:13	Starfleet Academy, United States of America	  
Tel'peh Kaas	Starfleet Academy, United States of America	  
Uldir Haruhana <input checked="" type="checkbox"/>	Coruscan University, Belize	  

You can log-in to the application and check the Referee Status page to see the status of each reference letter (created – requested – received). You will **not** receive a separate notification from us once letters have been submitted.

# Submit application

Submit your application. Applications that are not submitted will **not** be reviewed. The tool will not allow you to submit your application in case you have not filled-in certain required fields. Fields that require input from you will be listed here.

Keep in mind that a complete application also includes transcripts and degree diplomas!

 Please correct the following errors

- **First name** Cannot be left blank
- **Last name** Cannot be left blank
- **Address** Cannot be left blank
- **Where did you learn about ISTScholar?** Cannot be left blank
- **Country** Cannot be left blank
- **Date of birth (YYYY-MM-DD)** Cannot be left blank
- **Date of birth (YYYY-MM-DD)** Invalid date
- You didn't upload a CV
- You didn't upload a statement of purpose
- You have to specify at least 3 referees
- You have to enter at least a Bachelor or Master degree
- You need to specify at least one area of interest

## Page - Referee status

This is a list of your referees and the status of your reference letter. There are 3 possible statuses:

### Created

You have entered the referee and their e-mail address but have not requested the reference yet, i.e. the referee has not yet received an e-mail from us yet. If you do not explicitly request the letter, then the e-mail will only be sent after you have submitted your application.

### Requested

The e-mail to the referee has been sent, but the referee has not answered the request yet.

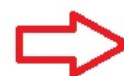
### Received

The letter of recommendation has been submitted and received.

## Referee status

This is a list of your referees and the status of your reference letter.

Title	First name	Last name	Email	Status
	Tre'gok	Olahg	olagh@starfleet.org	requested
	Tel'peh	Kaas	kaas@starfleet.org	created
	Uldir	Haruhana	gradschool@ist.ac.at	received



[Back](#)