

Recruitment of PhD Students with International External Fellowships

Candidates contact potential labs at any time. Supervisors screen applications and interview high-potential candidates by Skype (without making any commitment to support an application).

If a suitable potential candidate is identified

Unsuitable candidates declined by Supervisor

Complete application documents of candidate sent to Graduate Office by email as a single PDF. This should include:

- a) CV
- b) Motivation letter
- c) Original and translation (English or German) of degree certificates and transcripts
- d) Letters of recommendation
- e) Proof of English (TOEFL >90; IELTS > 6,5)

Documents checked for completeness and suitability by the Graduate Office.

If candidate meets formal qualification requirements

Unsuitable candidates declined by Supervisor

Letter provided by the Graduate Office to PhD supervisor (with International Staff Services in cc) that the PhD student will be hosted in the supervisor's lab at the DKFZ for their PhD research, conditional upon the candidate obtaining his/her own fellowship to cover living expenses for at least 3 years. Candidate applies for external funding with support from their potential PhD supervisor to develop a research plan

If candidate successfully obtains funding

- a) PhD supervisor informs the Graduate Office and International Staff Services that funding has been obtained
- b) PhD supervisor sends an application for a "Zugangsberechtigung" to HR
- c) International Staff Services supports visa application process and (if applicable) formal check of documents by Zentralstelle für Ausländisches Bildungswesen (ZAB) in Bonn.
- d) Graduate Office provides further information about starting a PhD at the DKFZ and registering with the Graduate School.