



2025 call for PhD students

Selection process and application portal:
a guide for applicants

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1. Selection committee

The selection committee consist of the entire faculty of ISTA.

2. Overview of the evaluation and selection process

2.1 Online application tool

ISTA accepts applications only via its own online application platform available during the application period (Mid-October – January 8). Documents submitted via any other channels will not be considered.

The **deadline to submit the application is January 8, 2025 (03:00 PM CET)**; referees have until **January 12, 2025 (11:59PM CET)** to submit their letters of recommendations.

The deadline to change the details of your referee is January 8, 2025 (03.00 PM CET). Requests received later will no longer be considered.

It is the responsibility of the applicant to ensure all documents are received on time. Requests to submit documents late are not considered. ISTA will only process **complete and submitted applications**; all others will not be reviewed.

All documents need to be submitted **in English**, transcripts and documents in any other language than English need to be submitted in their original language. Applicants are asked to submit the following:

- (a) contact information;
- (b) the names of professor they wish to work with at the time of application;
- (c) their research interests at the time of application;
- (d) as PDF attachments: CV, statement of purpose, university transcripts and diplomas in their original language as well as in English;
- (e) information on the educational background;
- (f) information on the grading scheme of the country where their degree was obtained;
- (g) information on internships completed and/or other relevant activities;
- (h) answer three questions related to the program philosophy and testing the preparedness and motivation;
- (i) contact details of 3 referees willing to send letters of recommendation.

Referees are contacted automatically via the application platform and are sent a unique link to the platform, through which they are able to provide feedback about the applicant using either a standardized questionnaire or an uploaded PDF.

These references are confidential and under **no circumstances** will we share them with applicants.

2.2 Completeness checks

After the deadline, the program management reviews all submitted applications on formal grounds. Applications that are started but not submitted are not considered. Applications that are missing the required documents or are missing the necessary number of reference letters are marked as incomplete and are no longer considered in the selection process.

2.3 Mode of evaluation:

The first formal scientific evaluation is based on the application materials, with a meeting of the selection committee, deciding on who will be invited for interviews, in the second half of February. Results of the first evaluation will be available shortly thereafter (mid- to late-February).

The second scientific evaluation is conducted via interviews by 3-5 professors. Interviews may be done remotely or on-site. Results will be available after all interviews have formally concluded (mid to late March).

2.4 First level evaluation: review of applications

All complete applications are forwarded to at least three different professors at ISTA, for scientific review and evaluation.

The assignment is based on these criteria, in descending order:

- (1) names of professor listed by the applicant in the application;
- (2) the research interests indicated in the application – every professor at ISTA is matched with a predefined list of research fields: if their research interests match those listed by the applicant, then the application is assigned to that professor.
- (3) spread of the work load among professors – if the applicant indicated only very general research interests, then the work load of each professor is taken into account as well. All faculty also have the opportunity to add one or more other faculty reviewers to the application if they deem it necessary or relevant.

A bundle of indicators is used to evaluate the candidate with respect to the applicant's preparedness, motivation, and potential. The following will be considered (in no particular order):

- a. course performance overall, with a special focus on relevant field specific courses;
- b. reference letters provided by professors and scientists who have supervised the applicant in an academic setting. One letter from non-academic work environment is accepted, but letters from an academic background should be given priority; referees are asked to address analytical capabilities, technical proficiency, ability to work independently and motivation/commitment;
- c. statement of purpose: past research experience and motivation for applying to this particular PhD program, is it a good academic fit, does the program contribute to the candidate's future career plans, etc.;
- d. additional relevant skills (field specific) e.g., those demonstrated in internships and/or participation in research projects, participation in science Olympiads, programming languages, lab techniques, etc.
- e. transferable skills e.g., communication skills, experience with working in teams, previous mobilities and international experiences, leadership experience as demonstrated in student organizations etc.;
- f. diversity e.g., a woman in computer science/math/physics; an applicant who switched fields; etc.

2.5 Second level of evaluation: interviews

The program office will contact shortlisted candidates for interviews and will provide them with details about the next step around mid to late February.

Shortlisted candidates will be assigned to 3-5 professors for interviews. Assignment is based on the professors you listed in your application **as well as** the wishes of professors and overall time constraints.

Shortlisted candidates will be interviewed by ISTA professors in late February or early- to mid-March. Professors may contact the candidate **directly** to arrange the date and location. Professors will decide whether to interview a candidate online or onsite. Interviews will be overwhelmingly conducted online, however some professors may wish to interview a particular candidate onsite to test a particular skill in person and/or because the candidate is local to the institute.

In the event that a candidate is invited to be interviewed onsite, ISTA will cover the travel costs, including on-site accommodation for the visit (if applicable).

Candidates can request early interviews (e.g., if under time pressure from another institution). In that case, an online interview is the default interview mode.

Candidates who are designated for onsite interviews may request to switch to online interviews. However, candidates who are designated for online interviews will **not** be able to request to be interviewed onsite.

The final selection committee takes place in the week after the interviews are concluded; admission offers will go out shortly thereafter (late-March). The deadline to accept or decline an offer is April 15.

There will be an opportunity for all candidates who have received an offer of admission to visit the institute on April 7.

3. Instructions – Overview and Timeline

The application portal will be available in the application period only (usually from the second half of October until January 8). To apply to the PhD program of ISTA, you have to create an online account in our application system, 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.

You will need a desktop computer to complete the application: the application software is not compatible with mobile devices or tablets.

Please read the [FAQs](#) carefully!

Step 1: Create an account

Register online by entering your e-mail and choosing a password. Note that the field is case-sensitive. You will then receive an e-mail immediately, with a link to confirm and finalize the registration of your user account. If you do not receive the email to your inbox, please check your Spam or Junk folders. If you still have not received the email, please contact phd.admissions@ista.ac.at.

Step 2: Read the instructions

Read the instructions carefully to make sure you complete all steps and upload all necessary documents. Please consult the [FAQs](#) before sending an email for assistance.

Step 3: Enter application data

There are five parts to your application. Make sure that you click "Save" regularly before moving on to a different section.

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. Any sections completed incorrectly will cause an error message, and your applicant will not be submitted until the error is fixed.

The **submission deadline for applicants** is **January 8, 2025 3:00 PM CET**. Referees need to submit their **recommendations** by **January 12, 2025 11:59 PM CET**.

The deadline **to change the details of your referee** is **January 8, 2025 3.00 PM CET**. These deadlines are firm and extensions are not granted. Beware of the time zone!

ISTA 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, etc.) we will **not** contact you to inform you that it is incomplete.

If there is an **urgent** matter regarding your application submission **that is not addressed in these instructions or in the [FAQs](#)**, please contact our administrator at phd.admissions@ista.ac.at

Applicants should note ISTA cannot answer telephoned queries. We receive a large number of applications and an extremely high volume of applicant inquiries as the deadline approaches. We aim at answering all written inquiries within 48 hours during standard office hours (Mon – Fri 9 AM – 5 PM CET), but may take longer during peak times. Requests submitted outside these times and on the weekend (Sat and Sun) will be answered on the next working day. Keep in mind that December 24-26, Dec 31, Jan 1 and Jan 6 are public holidays in Austria.

Results of the first selection round will be available in late February. The majority of offers will be sent in late March after interviews, but selected offers may be sent earlier. The deadline to accept or decline an offer is April 15 for all candidates. The start of the PhD program is September 15.

NB. some of the screenshots in the following sections of the instructions are taken from an older version of the application form. Some text and other terminology displayed in the screenshots may have since changed in the active application form.

3.1 Personal data

Please enter data into all required fields. Required fields marked with an asterisk (*).

Make sure that you follow the indicated format when entering your data.

Mobile phone: +43123456; make sure to include the country code.

Date of birth (YYYY-MM-DD): 2000-10-26. Any other formats such as 2000-Oct-26 or 26.10.2000 are not supported and will result in an error when trying to submit.

3.2 Education

Please enter data into all required fields. Required fields marked with an asterisk (*).

Please enter your degree information in this section, starting with your bachelor's degree. The minimum formal entry requirement is a Bachelor degree. In case of admission, you will need to finish your first (e.g., Bachelor-level) degree before September 2025.

If the official title is different from Bachelor or Master, please choose the best equivalent.

If you are still enrolled in your degree program and have not been awarded your bachelor's/master's yet, please enter the expected graduation date in the corresponding fields, and indicate that the degree has not been awarded yet with the relevant checkbox.

The form field "institution name" adheres to naming used in the Research Organization Registry (ROR). When entering the name of your institution, please use <https://ror.org/search> to identify the exact name of your institution, type it in the "institute name" field, and choose from the dropdown selection. If your institution is a college, choose the university it is affiliated with.

In case your institution is not listed in the ROR database, choose the most equivalent one, and add a note in the "additional information" section at the end of the application.

Bachelor's (or equivalent) degree

Bachelor's field of study*

Bachelor's department*

Bachelor's institution name *

Bachelor's institution website*

Please type the full official name of your Bachelor's degree institution, and choose from dropdown selection. If your institution is a college, please choose the university it is affiliated with.

City **Country***

Bachelor degree start date * **(Expected) Year & month of graduation***

Please enter this in the format YYYY-MM Please enter this in the format YYYY-MM

By September 2025, what is the highest degree level you will have obtained? *

Indicating that you will have earned a **Master** degree will open up a second field dedicated to the Master program. You can add additional degree programs by answering the question: "Do you have any other degrees?" with "Yes".

If you are enrolled in a **dual BS-MS program** or a 5-year program finishing with a Master (or equivalent) degree, please use the same start and end dates for both the Bachelor and the Master program.

You can add **additional degree** programs by answering the question: "Do you have any other degrees?" with "Yes". This will open up a new section, addressing the same questions as for the Bachelor and Master degrees.

Do you have any other degrees?

Other Degree(s)

Please add your other degree(s) in this section. Click "add Other Degree(s)" below this box to add more degrees.

Degree type*

Bachelor's (or equivalent) Master's (or equivalent) PhD (or equivalent) Other

Field of study* **Department***

Institution name (please type part of name and choose from dropdown selection)*

If your institution is a college, please choose the university it is affiliated with.

Make sure that you follow the indicated format when entering your data.

Degree start date requires the following format: YYYY-MM i.e. 2025-09. Any other formats such as 2025-Sep or Sept 2025 are not supported.

In the next section, we want to know more about the grades you have received during your Bachelor's degree. To get the best possible clarity on this, we will ask you four questions: two regarding the grading scale used by your university or institution, and then two about the actual grades you earned for your studies.

In the first two questions, we want to establish what specific grading scale your university or institution uses for the type of degree you earned. We first ask you to tell us the best possible grade you can achieve on that grading scale for that degree. For example, if your university uses a % scale, then the suitable answer would be: 100%. We will then ask you what the lowest passing grade is at your university or institution for the type of degree you earned. For example, if your university uses a % scale, where any score lower than 50% is a failing grade, then we need the answer: 50%. This will help us understand where your grades – which you will give us in the next questions – fall within the spectrum of possible grades from your university or institution.

In the subsequent two questions, we want to know about your grades specifically. Firstly, we want to know your average grade across all scored coursework and exams. This is usually referred to as your Grade Point Average (GPA) and will be available on your transcript. We then ask that you use an online tool to convert your GPA into a 4-point scale (commonly used in the USA). This allows us to compare each applicant's GPA using a consistent point of reference.

<p>Highest possible grade for this Bachelor's degree*</p> <input type="text" value="10.0"/> <p><i>For example, if grades range from 1 to 10, with 10 being the best possible grade and 1 the worst, then enter 10.0 here. If the grading uses letters, please use the numerical equivalent (e.g., for a grading scale from A-F, with A being the best, the numerical equivalent scale would be 1-6, with 1 being the best, so you would enter 1.0 here). Include at least one decimal place.</i></p> <p><i>Please do not enter your own grades/GPA here. We are looking only for the relevant grading scale for your degree type at your university.</i></p>	<p>Lowest passing grade for this Bachelor's degree*</p> <input type="text" value="10.0"/> <p><i>For example, if the possible grades for this degree range from 1 to 10, with 5 being the lowest passing mark, i.e. with 4.9 you do not pass, then enter 5.0 here. If the grading uses letters, please use the numerical equivalent (e.g., if D is the lowest passing grade for a scale from A-F, this would convert to a scale of 1-6, with D being 4, so then you would enter 4.0 here). Include at least one decimal place.</i></p> <p><i>Please do not enter your own grades/GPA here. We are looking only for the relevant grading scale for your degree type at your university.</i></p>
<p>Your Bachelor's degree average grade/GPA*</p> <input type="text" value="10.0"/> <p><i>Please enter your average grade, as stated in your transcript. Please include at least one decimal place.</i></p>	<p>Bachelor's degree GPA converted*</p> <input type="text" value="10.0"/> <p><i>Please calculate your GPA on a 4-point scale with https://www.scholaro.com/gpa-calculator/, and enter the resulting value here. Please include at least one decimal place.</i></p>

Final grade

Final grade has not yet been awarded

Highest/lowest possible passing grade requires the following format: 5.0

Enter **at least one** least one decimal place. Any other formats, letters or special characters such as 5-A, 5% etc. will not be supported. If your university uses the percentage system, indicate the percentage you obtained, and which percentage is required to pass. Enter them in a number format only. If the grading uses letters, please use the numerical equivalent, either that given in your diploma/transcripts supplement, or by direct transference e.g., for a grading scale from A-F, with A being the best, then the numerical equivalent scale would be 1-6, with 1 being the best, so you would enter 1.0 here.

Please **do not enter your own grades/GPA** as the highest/lowest passing grades. We are looking *only* for the relevant grading scale for your degree type at your university. You will enter your own GPA in subsequent questions.

Your GPA/average grade should be stated on your transcript. If you have entered the values for the highest possible and lowest passing grades correctly, then your average grade should fall somewhere between these two extremes.

Please use the grade converter at <https://www.scholaro.com/gpa-calculator> to convert your grade from the grading scale used by your institution, to a 4-point scale. This gives us a figure we can compare across the application call.

3.3 Application Data

Application Data to the top

Choose up to three areas that represent your current research interests, starting with the most relevant one (in decreasing order of relevance). 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". For more information on the research topics covered by our faculty, please consult: <https://phd.ist.ac.at/all-research-groups/> (by subject area) or <https://ist.ac.at/en/research/> (by group leader).

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.

Please rank your interests (top interest first) by choosing up to 3 research areas from the following list:*

Select Some Options

Please name 3-5 professors (in order of preference) whom you would like to interview with, should you be shortlisted for interviews. They should be in (or closest to) the area(s) of research you would like to pursue if you were admitted to IST Austria.*

Select Some Options

Please refer to the following page for an overview of groups: <https://phd.ist.ac.at/all-research-groups/> (by subject area) or <https://ist.ac.at/en/research/> (or by group leader). Please note that faculty that are not yet on campus are not listed on the website.

Choose **three research areas** you are interested in doing your PhD in, and rank them. We recommend using subfields to ensure the best match between your application and the professors working in that field of interest. If your primary interests are not listed here, then ISTA is not a good academic fit!

The following fields are available in the application system and indicates **research areas** represented by professors currently at ISTA:

Biology: Biochemistry	Data Science: Numerical Simulation
Biology: Biophysics	Data Science: Statistics
Biology: Cell and Developmental Biology	Data Science: Topological Data Analysis
Biology: Evolutionary Biology	Mathematics: Algebra / Representation Theory
Biology: Genetics and Genomics	Mathematics: Analysis and Differential Equations
Biology: Quantitative Biology	Mathematics: Discrete Mathematics
Biology: Structural Biology	Mathematics: Geometry / Topology
Biology: Systems Biology	Mathematics: Mathematical Biology
Chemistry: Biochemistry	Mathematics: Mathematical Physics
Chemistry: Catalysis	Mathematics: Number Theory
Chemistry: Colloidal Chemistry	Mathematics: Probability Theory
Chemistry: Electrochemistry	Neuroscience: Biochemistry
Chemistry: Inorganic Chemistry	Neuroscience: Cellular Neuroscience
Chemistry: Materials Chemistry	Neuroscience: Computational/Theoretical Neuroscience
Chemistry: Nanoscience	Neuroscience: Developmental Neuroscience
Chemistry: Organic Chemistry	Neuroscience: Molecular Neuroscience
Chemistry: Photochemistry	Neuroscience: Structural Neuroscience
Chemistry: Physical Chemistry	Neuroscience: Systems Neuroscience
Chemistry: Supramolecular Chemistry	Neuroscience: Translational Neuroscience
Computer Science: Algorithms and Complexity Theory	Physics: Astrophysics
Computer Science: Computational Imaging and Imaging Processing	Physics: Geophysics
Computer Science: Cryptography and Security	Physics: Mathematical Physics
Computer Science: Formal Methods and Programming Languages	Physics: Experimental Atomic, Molecular and Optical Physics
Computer Science: Machine Learning and Artificial Intelligence	Physics: Theoretical Atomic, Molecular and Optical Physics
Computer Science: Scientific Computing and Computer Graphics	Physics: Experimental Condensed Matter Physics
Computer Science: Software, Distributed, and Embedded Systems	Physics: Theoretical Condensed Matter Physics
Data Science: Bioinformatics	Physics: Experimental Quantum Devices and Information
Data Science: Digital Fabrication	Physics: Theoretical Quantum Information
Data Science: Geometric Data Analysis	Physics: Experimental Soft Matter and Biophysics
Data Science: Modeling	Physics: Theoretical Soft Matter and Biophysics

Review the [group website of the research groups](#) to understand which research field they are working in and identify the relevant subfields.

Please **name 3-5 professors** (in order of preference) whom you would like to interview with, should you be shortlisted for interviews. They should be in (or closest to) the area(s) of research you would like to pursue if you were admitted to ISTA. Make sure you have reviewed their group website to understand if their research matches your interests. **Do not** choose random professors, or choose professors from random areas, just because this is an interdisciplinary program! In a well-crafted application, the research interests, chosen professors, affiliation and rotation examples, and statement of purpose, are consistent and well-argued.

Keep in mind that you will need to find an academic home. If your primary interests are not listed here, then ISTA is not a good academic fit!

For an overview of groups consult: <https://ista.ac.at/en/research/> (or by group leader) or <https://phd.ista.ac.at/all-research-groups/> (by subject area). Please note that some faculty that are not yet on campus may not be listed on the website.

Important note for 2025: Bernd Bickel and Bingqing Cheng are no longer working at ISTA and are not accepting students. Therefore, they are not listed in the application portal.

The ISTA PhD program is a unique interdisciplinary training program, with the aim to produce intellectually broad and open-minded scientists who can apply an eclectic skillset to different problems and collaborate with diverse scientists across disciplines. Please read more about the Philosophy and Objectives of the ISTA program here: <https://phd.ista.ac.at/phd-program-overview/>.

With this in mind, please answer the three questions below regarding your study at ISTA. Your answers to these questions will help us gauge how well you are suited the distinctive configuration of the ISTA PhD program.

Your answers should be detailed, yet concise, i.e. 2-3 short paragraphs. You may find it useful to type your answer in a notes or text document first, and to paste your response into the application here only when it is finished.

An important goal of the first phase in the Graduate School is to find an academic home by affiliating with a research group. Taking into account that a successful affiliation does not depend only on your own preferences, you might consider multiple options. Based on your research interests and background, which group(s) would be relevant for you, in what order, and why?*

During the first year in the Graduate School you need to complete three rotations in three research groups. Explain which groups you would choose and why. The Graduate School encourages students to consider one rotation outside of their field of expertise; should you decide to explore this option, which research group would you consider and why?*

Choose a paper by an ISTA group leader describing research that you would have liked to be a part of. Please give its citation, briefly explain the key finding(s), and tell us why you find this research so exciting and/or why you would have liked to have been involved. Use your own words.*

Please answer **three additional questions** regarding your proposed study at ISTA. Your answers to these questions will help us gauge your suitability for the ISTA PhD program, particularly with respect to the unique structure and interdisciplinary philosophy of the ISTA PhD.

Your answers should demonstrate that you have considered the program structure and how you would navigate it to your best advantage. For more information about the program structure, philosophy and components, please see <https://phd.ista.ac.at/phd-program-overview/>.

The third question helps us to understand your preparedness for the research done at ISTA. Review the [group website of the research groups](#), and choose a relevant paper.

Your answers should be detailed yet concise, i.e., 2-3 short paragraphs. You may find it useful to type your answer in a notes or text document first, then pasting your response into the application when it is finished.

3.4 Attachments

All documents must be submitted in English. All university diplomas and transcripts/scoresheets must be submitted in their original language **and** in English, if there is no official English version issued by your university. An official translation is not required at this point, however: you can translate the document yourself.

All fields marked with an asterisk (*) are required fields. You will not be able to submit your application if you fail to upload a CV, a statement of purpose, and at least your Bachelor or equivalent degree transcripts (as available at the time of application).

Language tests such as TOEFL, IELTS etc. are not mandatory. Include them only if you have them readily available. The program language is English throughout. Therefore, proficiency in written and oral English is expected and essential. If invited for interviews, we will evaluate your English skills in the interviews.



The image shows a screenshot of an application form with several attachment fields. Each field has a 'Browse...' button and the text 'No file selected.' The fields are:

- Curriculum vitae*
- Statement of purpose*
- Bachelor's certificate / diploma
- Bachelor's grades / transcript*
- Master's certificate / diploma
- Master's grades / transcript
- Language certificate
- Other

Please upload all relevant documents as **unencrypted, password-free PDF files**. Other file formats such as .doc, .jpg, .png etc. are **not** supported. The maximum size per file is **39MB**. If a document consists of more than one page (e.g., transcripts), please combine these pages into a **single PDF document**. Make sure that the files **allow for document assembly**.

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**. If you have not completed your program yet, please use the transcripts/scoresheets that are currently available to you.

3.5 Statement of Purpose

The Statement of Purpose (SoP) is an important part of your application. It is the one single document in the application which you have full control of. Therefore, craft it carefully and customize it to the program you are applying to. The SoP should be concise and not exceed 1-2 pages.

The SoP is not a research proposal but a document in which you share with us anything that prepares you for graduate-level research. For instance, you can describe your past research projects, your motivation to join the ISTA PhD program, as well as any skills and other background relevant to the research areas and groups you selected on the application form. Try to be as specific as possible about your experiences, with an emphasis on the technical skills you have mastered. You could also elaborate on your goals for the program and for your research in general.

3.6 CV

The curriculum vitae, also known as a CV or vita, is a comprehensive statement of your educational background and research experience, including relevant extracurricular activities and skills. Ideally it is a one-page document, but not longer than two.

Please note, with regard to the information provided in your CVs: We do not collect any special categories of personal data during the application process (in particular data revealing your racial or ethnic origin, political opinion, religious or philosophical beliefs or trade union membership, as well as health data or data on sex life or sexual orientation). If you nevertheless provide us with information that contains special categories of personal data, this constitutes your explicit consent pursuant to Art 9 (2) point (a) GDPR that we may process this data.

3.7 Internships, Awards, and Publications

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 have done. Please note that this is mostly voluntary information. Your application will still be considered complete even if the optional fields are left blank. All applications will be reviewed in the same rigorous manner.

Have you done an internship at ISTA:

ONLY answer this question with “yes” if you have in the past done a scientific internship or summer internship (ISTern-ship) at ISTA. Please answer “no” to this question if you have not done an internship at ISTA, if you are interested in doing one in the future, or if you are currently in the process of applying to do one. Note that applying for an internship at ISTA is a separate process from applying to the PhD program.

Have you done an internship at ISTA?	Have you done any other internships?
Select an Option	Select an Option
If yes, please describe your internship experience in 1-2 lines.	
<input type="text"/>	
Do you have any laboratory experience outside course work?	
Select an Option	
If yes, please describe it in 1-2 lines.	
<input type="text"/>	
Do you have any publications?	
Select an Option	
If you have any publications, please specify URLs (DOIs preferred).	
<input type="text"/>	

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

3.8 Additional information

All fields marked with an asterisk (*) are required fields. We use this information to improve our marketing and recruitment activities.

Where did you learn about the IST Austria PhD program?*

Select an Option

Please specify:*

Select an Option

Have you previously visited IST Austria?*

Select Some Options

Additional information you would like us to know about your application

3.9 Referees

Enter the contact details of 3 referees. Make sure that the e-mail addresses are still **valid**, the **spelling** is correct, and that you there are **3 distinct email addresses** (duplicate email addresses are not permitted). Institutional e-mail addresses are preferred.

1. Enter the details of referee
2. Click “add referee” to add fields for the next referee
3. Save the application form
4. Use the “contact referees” button to send the request immediately

Your referees will receive an e-mail directly from us with the subject "Request for Letter of Recommendation – ISTA" with a link to an online platform. The **deadline for the referees** to submit their recommendation is **January 12, 2025 (11:59PM CET)**. Be mindful of the time zone your referees are located in.

E-mails can get lost in personal or institutional spam folders or may be blocked by institutional firewalls. Therefore, **make sure that your referees have approved** receiving emails from the e-mail address phd.admissions@ista.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.

Save the application form, and make sure to click the “**contact referees**” button. Otherwise, the request will only be sent only after you have submitted your application.

You can send a **reminder** to your referee **once**. Do not send a reminder minutes or hours after the first request. Allow your referee time to respond.

Once you have requested the reference letter, you will no longer be able to make any changes to the referee.



The form consists of several input fields stacked vertically, each with a light green header bar. The fields are: 'Title*' (empty), 'First name*' (empty), 'Last name*' (empty), 'Institution*' (empty), 'Email*' (with placeholder text 'email@address.com'), and 'Country*' (with a small downward arrow icon on the right side).

Choose your referees carefully: they should be someone who has taught you or supervised your academic and/or research work and are therefore able to evaluate your academic and research performance. These can be professors, assistant professors, postdocs or equivalent positions. We recommend including the principal investigator(s) who supervised your thesis work.

We require that letters of recommendation are coming from the referee directly. These letters are confidential and you will not have access to them. Uploading a letter of recommendation by yourself will lead to an automatic disqualification: your application will no longer be considered.

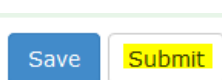
You can request reference letters before submitting your application form. Make sure to click the **“Contact referees”** button to send the request to the referees immediately while still working on your application. This allows your referees to have more time to work on the reference letters.

You can send a **reminder** to your referee **once!** Use this functionality carefully and allow your referee time to respond the request.

If you need to **change the contact details of your referees** (typo in the e-mail address, substituting a referee with a new one), you will need to contact phd.admissions@ista.ac.at and specify exactly which referee is affected and what fields need to be updated. The deadline to request changes is **January 8, 2025 (3.00 PM CET)**. Requests received later than this will no longer be processed.

Requests will be answered within standard office hours (Mon-Fri 9AM-5PM CET; requests received on Sat and Sun will be answered on the next working day). Note the following public holidays: December 24-26, 31, January 1 and 6. **We will answer emails received outside office hours, on weekends (Sat, Sun) an on public holidays within the next working day(s) only.**

3.10 Submit application



Submit your application. If your application remains at the status “created” then it is NOT submitted will **NOT** be reviewed.

You can submit your application BEFORE all referees have submitted their letters of recommendations.

The tool will not allow you to submit your application in case you have not filled-in the required fields. Fields that require input from you will be listed and relevant fields will be highlighted.

- Gender is required value
- Curriculum vitae must be a pdf
- Your average grade must be number with one or two decimal places (e.g. 10.00, 10.0)

Gender*

Select an Option

Gender is required value

Curriculum vitae*

Browse... No file selected.

Curriculum vitae must be a pdf

Your average grade*

10.0

Your average grade must be number with one or two decimal places (e.g. 10.00, 10.0)

Please include at least one decimal place.

3.11 Status referees

You can log-in to the application and check the Referee Status page to see the status of each reference letter (created – requested – received).

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.

Reminded

A reminder 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. You will **not** receive a separate notification from us once letters have been submitted.

Referees

Title	First name	Last name	Institution	Country	Email	Status
Dr.	Fred	Fake sen.	University of Coruscant	Norway	@ist.ac.at	created
Dr	Fred	Fake Jr	University of Tatooine	Bolivia	@ist.ac.at	submitted
Dr	Fred	Fake	University of Tatooine	Argentina	@ist.ac.at	submitted

