

**Checklist – Application Documents**

**Postdoctoral Researchers International Mobility Experience (PRIME)**

**Documents to be uploaded to the DAAD Portal (make sure to reduce file sizes):**

[ ]  Application form

[ ]  CV

[ ]  Career plan / motivation letter

[ ]  Short summary of the research project (including **working title** and **keywords**)

[ ]  Detailed research proposal

[ ]  Time schedule

[ ]  Binding declaration German host university (form 1)

[ ]  Invitation letter German host (form 2)

[ ]  Invitation letter foreign host

[ ]  Degree certificates

[ ]  Master (or equivalent**) with transcripts of records** (marksheets)

[ ]  PhD with transcripts of records (if available)

[ ]  If PhD not yet completed, statement from PhD supervisor on expected time of completion

[ ]  Publication list

[ ]  List of the most important publications (min.1, max. 3) with reasons for their selection

[ ]  Short summary of the doctoral thesis

[ ]  Ethics issues checklist (form 3)

[ ]  Language certificates (if applicable)

[ ]  Reference letter requested (will be sent by post)

Do not upload documents we don’t need (e.g., certificates for reviews, conferences, sports awards). You can list these activities on your CV.

I have taken note of the call for applications and the programme FAQs. I am aware that only complete applications will be processed. Applications that are incomplete or non-compliant with the programme regulations will not enter the review process.

Place/Date Signature of Applicant