

### Internal PhD Students

An **Application for a PhD position** at ESSRES consists of the following items:

1. The **ESSRES Application Form**
2. Your **official university transcript(s)** showing the date(s) you received any prior degrees.
3. A **certified copy of your Bachelors / Masters / Diploma degree** or equivalent, if you have already completed a degree.  
*(Copies of your degree / diploma and transcripts should be included with your application. All academic records must be translated into English or German with a seal affixed by the translator stating the translation is a true copy of the academic record.)*
4. An **English language proficiency certificate/proof** such as the TOEFL or similar, if English is not your first language.  
*(Students who have received a prior degree from an English-language university are exempt from this requirement. For more information about TOEFL, please visit their website at [www.toefl.org](http://www.toefl.org).)*
5. An **essay** (Please send us an essay of about 350 words, specifying why you are applying at ESSRES and your special interest and expertises in the specified research project. In addition you should also detail what you want to accomplish during the PhD programme and, if possible, what your career plans are.)
6. **Two personal recommendations** from professors and/or an employment supervisor. (A prepared recommendation form is attached. Please ensure that these letters contain your full name and address, and the name, title, and address of the referee. The recommendations should be sent by the referee by email to the coordinator Dr. Klaus Grosfeld [admission\(at\)earth-system-science.org](mailto:admission(at)earth-system-science.org).)
7. **Examples of scholarly work** (e.g. publications or theses), if available. A minimum of the thesis abstract and the table of contents should be included

**Application Closed!**