

# Instructions for On-line Application for TIGP International Internship Program (TIGP-IIP Summer 2020)

## Application Procedure

- Applications should be submitted via on-line application system <https://tigpsip.apps.sinica.edu.tw> which will be accessible at all times from 1<sup>st</sup> January, 2020 until its scheduled closing date of 29<sup>th</sup> February, 2020 in Taiwan time. **Only the online applications are accepted.**
- If you have already applied for admission to TIGP 2020 doctoral program, please use the same account and password to log onto the TIGP IIP on-line application system; your relevant data will be automatically retrieved and copied into your IIP application file, and the TIGP-IIP administrative team will authenticate your original copies, recommendation letters, and academic transcripts upon your completion of the TIGP application.
- **It is strongly suggested that your online application should be submitted at least 2 week before the deadline in case of any technical problems.**
- **You need to have a passport number before you apply this program.**

## Documents Required

It is strongly advised that applicants must upload all the required documents along with the application form. The following documents are mandatory:

1. Curriculum vitae
2. Statement of Purpose: Please elaborate on your preference regarding the selection of intern supervisor(s), your expectations for this internship, and your future plans for advanced study and career.
3. Two letters of recommendation and recommendation forms must be fill-in and submit directly from your referees to IIP website before the deadline (Feb. 29<sup>th</sup>). Once you complete the referees' information page on your online application, your referees will be immediately notified and guided to IIP online recommendation portal. **It is strongly suggested that you need to fill-in the referees' information page as soon as you start IIP online application. In case of any technique problems, two of your recommendation letters should be fill-in on IIP website by your referees 2 weeks before the deadline. Hard copy of two recommendation letters are not required.**
4. Original academic transcript with the official University Stamp and signature on it (or photocopy notarized by the Ministry of Foreign Education of your country) **must be upload on your online application form by yourself.** Transcript photocopies/scanned copies without notarization will not be accepted in any case.

Other supporting documents like degree certificates, publications, awards & honors, **proof of English proficiency (strongly suggested for non-native English-speaking applicants)** etc. can be included to strengthen your application.

## Selecting a mentor for 'Preference List':

1. Applicants have to list 3 desired Principle Investigators (PIs)/Mentors from any of the 12 programs listed. Your selected PIs will form your evaluation committee and the scores obtained on evaluation will be used for your ranking against other applicants. One PI name should not be selected more than once. A PI may be affiliated with more than one program, but his/her name should appear only once

in your application form. **Therefore, make sure to select three different PIs as your potential mentors or your application will be considered invalid.**

**2. Selected PI and your referees cannot be the same person.**

3. Principal Investigator's (PIs)/Mentors list can be accessed by visiting the individual programs listed below. You can check the faculty list of each program to find the PI's profile:
- [Chemical Biology and Molecular Biophysics](#)
  - [Molecular Science and Technology](#)
  - [Molecular and Biological Agricultural Sciences](#)
  - [Bioinformatics](#)
  - [Molecular and Cell Biology](#)
  - [Nano Science and Technology](#)
  - [Molecular Medicine](#)
  - [Earth System Science](#)
  - [Biodiversity](#)
  - [Interdisciplinary Neuroscience](#)
  - [Social Networks and Human-Centered Computing](#)
  - [Sustainable Chemical Science and Technology](#)
4. Some host PIs work in a different city from Taipei, where Academia Sinica is located. In this situation, the off-campus accommodation will be arranged by the host PI. Please take this into consideration when selecting a host PI.
5. **You may contact with 3 mentors that you intend to select on the online application form first in order to get their permission to work in their labs.**

**Note: If the drop-down list/menu of mentor in the application form does not show up the name of the PI, it is understood that the PI is not available to host any intern this summer.**

### **Announcement of Results**

A list of successful candidates with their hosting mentors will be posted/announced on the TIGP website (<https://tigpsip.apps.sinica.edu.tw//index.php>) by the first week of April 2020). Admitted interns will be informed of the results through e-mail and be provided with a letter of acceptance issued by the TIGP office, which can be used for processing your visa for your internship in Taiwan.

**Note:**

- 1. Admitted interns are required to arrive Taiwan within 10 days of your batch starts.**
- 2. TIGP office will not provide any pick up service from airport to Academia Sinica/ University to the selected interns, only the transportation information will be provided. Please make sure you are able to travel alone before you start application.**
- 3. TIGP office will not be able to return any document that you mail to TIGP office.**
- 4. Individuals submit more than one application will be disqualified.**