



A step-by-step guide for an application for admission to BeCog to enrollment at the University

The application to BeCog is a tiered process requiring several steps. This is a quick guide on how to proceed.

BeCog is a research-oriented PhD program. Successful applicants will join the lab of one of the BeCog members (their supervisor) and conduct their own research. In addition, students participate in five [modules](#). BeCog provides a platform for all participating members, organizes courses, workshops and summer schools.

1. Interested persons should make sure that they fulfill [all requirements](#) to apply to BeCog.
2. Because of the integration into the labs of the [BeCog members](#), interested persons need to identify the lab they would like to work at. Contact the head of the lab and investigate possibilities for working with them. When doing so, explain why you are interested and how you believe to fit into the lab.
3. Only if a BeCog member confirms that she or he is willing to supervise the applicant, a formal application to the [BeCog Administration office](#) is possible. Applications for the following winter semester are possible until July 31st, applications for the following summer semester can be submitted until January 31st. A detailed explanation on how to apply and which documents to submit can be found on the [webpage](#) of BeCog.
4. All applications will be screened by the Administration office. The [program committee](#) decides on which applicants to invite to a personal interview. In the interview, applicants have to demonstrate their suitability for BeCog.
5. After the interview, the interview panel makes a recommendation, upon which the program committee bases its decision on whether to accept an application. All applicants will be informed in writing about the outcome of this decision.
6. Successful applicants are invited to join BeCog. Each applicant has to declare if she or he accepts the position in the PhD program. Furthermore, applicants need to submit certified copies of their Master degree and language certificates.
7. These documents are checked at the Dean's office; the dean then officially accepts the applicants as students of the University of Göttingen and the PhD program BeCog.
8. Applicants receive a form, which has to be signed by the supervisor, the two additional members of the thesis committee, the head of BeCog, the Dean and the applicant. With this form, applicants can then finally [enroll](#) at the University.
9. The formal steps for enrollment are described [online](#): Step 1 of this process is fulfilled once the above mentioned form has been signed by all signatories. Step 2 requires data entry into an online form; then, several documents have to be sent to the university by mail (Step 3) and semester fees need to be transferred (Step 4). In the final step, the University will send a certificate of enrollment, your student ID, etc.).

IMPORTANT NOTE: Admission to BeCog and successful enrollment DOES NOT INCLUDE salary or scholarship. Funding needs to be discussed with the prospective supervisor and may require additional applications for scholarships (e.g., through the DAAD).