INTERFOLIO USER GUIDE: APPLYING TO THE DOCTORAL PROGRAMME IN GOVERNANCE

When you open the applications portal, you will be directed to the applications page for the Doctoral Programme in Governance. You can begin the application process by selecting 'Apply Now'. Please read the instructions carefully before beginning your application.

Creating a user profile

You will first be asked to complete your user profile. Please fill in the required information before saving your progress and continuing.

Uploading your documents

You will then be directed to the documents page, where you can upload all the necessary files. Please click on 'Add File' to upload a document.

A popup will appear through which you can upload the relevant document. Select 'Add New File' at the top, which will allow you to browse files on your computer. When you have chosen a file to upload, select 'Add'.
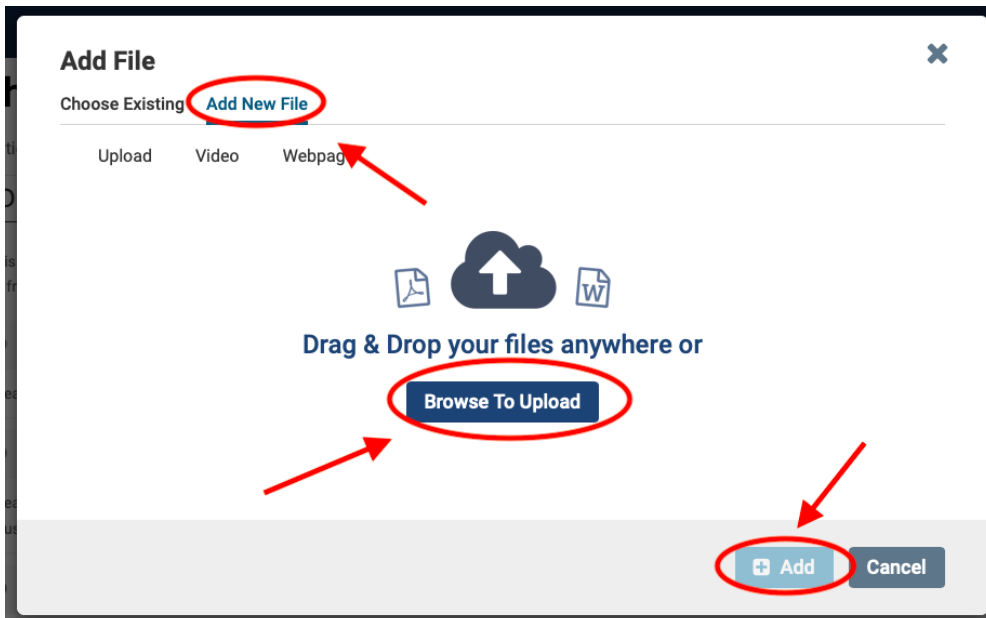
Note: Once you have added a file to your application, you can edit it by selecting the edit button next to it (circled). That will allow you to do various things, such as delete the file, replace it with another document, give it a different title or assign it a category, e.g. transcript, CV.

Personal information

When you have added all your documents, click 'Next' at the bottom of the page. You will then be asked to provide information about your highest degree. Please complete this before continuing.

Application forms

The following two pages in the portal ("PhD Scholarship – General information" and "PhD Scholarship - Education History") are the application forms that must be completed as part of your application. Please fill in all the required sections carefully, as we cannot process incomplete applications.

Once you have done so, select 'Next' to review your application. This page will inform you whether your application documents are complete. You will be able to edit your documents and application forms on this page.
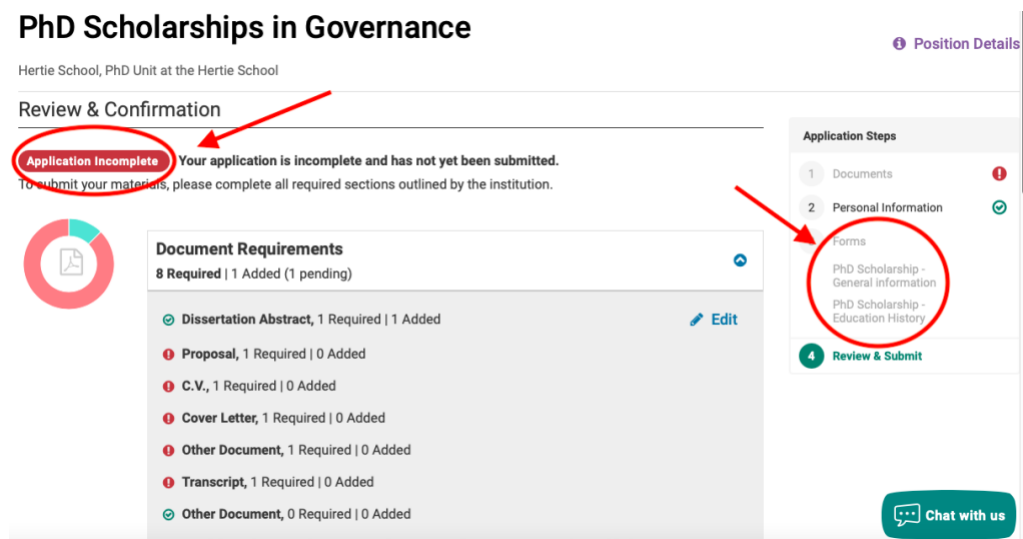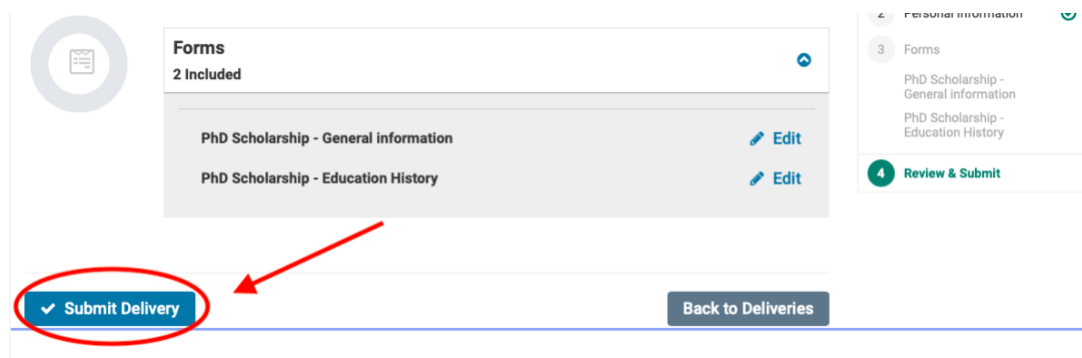

Submitting your application

When your application is complete, you can select 'Submit Delivery' at the bottom of the page. Please do so only after thoroughly reviewing your application, as it is no longer possible to make changes to your application once it has been submitted.

Letters of reference

In order to be able to process your application, we require **two academic letters of reference**. **These cannot be submitted by you. Your referees must upload these directly via the application portal.** For this to happen, you need to request these letters from your referees.
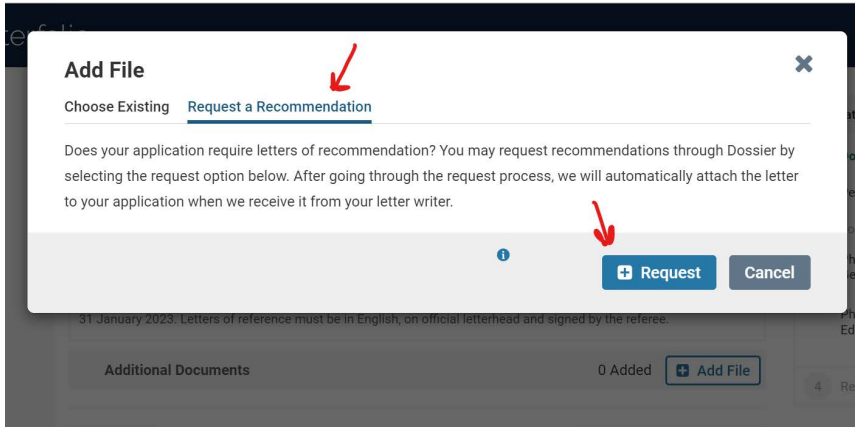
Then add your two referees' contact data in the application portal.

Remember to set the **due date as the application deadline.**

Once you request the letters at the bottom of your page, your referee will be notified automatically by the system to upload the letter. **Since there is a fixed deadline to submit recommendation letters, please notify your referees well in advance.**

For more detailed guidance on requesting the recommendation letters, please see Interfolio's comprehensive guide on [How to Request Letters of Recommendation](#).

Contact us

In case you have a query specific to your application or any part of the application process is unclear to you, please contact us at phd-applications(at)hertie-school.org for assistance.