

SOEP and/or CNEF ACCESS PROCEDURES

For all those who are interested in SOEP and/or CNEF data.

Receiving SOEP data from DIW Berlin inside or outside EEA countries

Before getting access to SOEP and/or CNEF data you have **to sign a data distribution contract**—independently or whether you are affiliated with a research institution inside or outside the EEA countries. The CNEF variables for Germany are also included in the SOEP data distribution. The data are stored in the \$pequiv datafiles.

Students (Ph. D., Graduate, Master, or other) may access the data only if their supervisor signs a contract.

The applicant must provide documentation that his/her institution conducts independent scientific research. Such documentation may be provided, for example, in the form of the institution's by-laws. The documentation will form Annex 2 to the contract.

Accredited universities are exempted from this requirement.

In multi-person projects, the location of the research determines whether each researcher must sign a separate contract. Researchers located at different institutions must sign separate contracts.

Once the application is complete the contract will take no longer than five days to process the contract. The contract is free of charge.

▶▶ STEP 1: Apply for a contract

At <http://www.diw.de/soepforms> you will find the application form. Please send it to: soepmail@diw.de.

Your contract will be prepared, internally checked, and signed by our director before you receive it. To speed processing time of applications from abroad, we will send the contract via e-mail as a PDF file.

▶▶ STEP 2: Sign the contract and send it back

First, you will receive your contract in duplicate. Please sign and return one original.

▶▶ STEP 3: SOEP Data Order



Inside the EEA countries:
SOEP data (100%)

Please order the data online at
[http://www.diw.de/en/diw_01.c.345693.en/
soep_order_form.html](http://www.diw.de/en/diw_01.c.345693.en/soep_order_form.html)

Then you will receive a personalized link via crypt-share. The password will be given via phone call. This data distribution is free of charge.



Outside the EEA countries:
SOEP data (95%)*

Please order the data online at
[http://www.diw.de/en/diw_01.c.345693.en/
soep_order_form.html](http://www.diw.de/en/diw_01.c.345693.en/soep_order_form.html)

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** By German law, a 5% random sample of the originally drawn households must be dropped.*