

Steps to Requesting a Letter of Recommendation (in English) for the “Dezernat für Internationale Angelegenheiten”

Please hand in your request for a letter of recommendation at least 3 weeks prior to your deadline. Requests that are submitted later cannot be accepted.

Submit all your material in **one** e-mail. Individual submissions cannot be accepted.

1. **E-Mail:** Provide the following information in the body of your e-mail:
 - a. First Name, Last Name
 - b. Field of study
 - c. Which course(s) did you take with Prof. Neus, in which semester (WS+year), at what grade
 - d. Grades on average of your transcript of records (please calculate average)
 - e. Desired country for studying or if assured study location abroad
 - f. Deadline for receipt of recommendation letter
2. Recipients of English speaking letters of recommendation for the “Dezernat für Internationale Angelegenheiten” **fill out the “Gutachten Formular”** (look at homepage of the Dezernat) as described:

Fill in Name and desired study location at the top

Please **write** by yourself two paragraphs in the “comment” field and use **third-person**.

First paragraph on soft skills and other abilities (like language abilities, internships, awards, volunteer work, leisure activities, jobs...)

Second paragraph on desired country for studying. Potential items are:

- Why study in this country
- Intention, purposes, specialization ...

Maximum length would be 12 lines!!!

Please note:

If you are applying to more than one university just put the name of the country.

Only if you are applying to one university (if you are assured of success only!!!), please specify the name.

In case of technical problems with the pdf, please provide this as “text” to the bottom of your e-mail.

3. Attach a curriculum vitae (in english or german)
4. Attach transcript of records.

Please submit all your material in **one** e-mail and send it to **bianca.idler@uni-tuebingen.de**.

We will complete your letter of recommendation and notify you by e-mail.