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**Fachbereich  
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Lehrstuhl für Internationale  
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### **Application form for a letter of reference**

Dear students,

This application form has been designed to process your requests for a letter of recommendation as efficient as possible. Please provide all requested information and send the filled application form together with all the other documents requested by e-mail to [economics@uni-tuebingen.de](mailto:economics@uni-tuebingen.de).

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*Please provide the following information:*

First name:

Surname:

Student ID number:

Courses you have attended at our chair:

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*Please indicate for which purpose you need a letter of reference:*

1. Application for a Master program
  2. Application for a PhD program
  3. Application for a scholarship
  4. Application for study abroad
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*Please enter below all requested information regarding the institutions to which you want to apply.*

**Institution 1:**

Name of the institution:

Name of the program you are applying for:

Deadline for the application:

The letter of reference may be:

1. Uploaded electronically at the institution's homepage
2. Send by e-mail to the institution
3. Send by mail to the institution
4. Handed over to the applicant in a sealed envelop

Number of copies required:

Please enter below the upload-homepage, e-mail or postal address of the respective institution (if possible please always provide postal address as well):

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**Institution 2:**

Name of the institution:

Name of the program you are applying for:

Deadline for the application:

The letter of reference may be:

1. Uploaded electronically at the institution's homepage
2. Send by e-mail to the institution
3. Send by mail to the institution
4. Handed over to the applicant in a sealed envelop

Number of copies required:

Please enter below the upload-homepage, e-mail or postal address of the respective institution (if possible please always provide postal address as well):

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**Institution 3:**

Name of the institution:

Name of the program you are applying for:

Deadline for the application:

The letter of reference may be:

1. Uploaded electronically at the institution's homepage
2. Send by e-mail to the institution
3. Send by mail to the institution
4. Handed over to the applicant in a sealed envelop

Number of copies required:

Please enter below the upload-homepage, e-mail or postal address of the respective institution (if possible please always provide postal address as well):

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**Institution 4:**

Name of the institution:

Name of the program you are applying for:

Deadline for the application:

The letter of reference may be:

1. Uploaded electronically at the institution's homepage
2. Send by e-mail to the institution
3. Send by mail to the institution
4. Handed over to the applicant in a sealed envelop

Number of copies required:

Please enter below the upload-homepage, e-mail or postal address of the respective institution (if possible please always provide postal address as well):

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*Before sending this form by e-mail to [economics@uni-tuebingen.de](mailto:economics@uni-tuebingen.de) please make sure that you have attached:*

1. An up-to-date transcript
2. A copy of your CV
3. An official statement of your grade point average (GPA) as well as a ranking provided by the examination office
4. A letter of motivation (for scholarship applications only)
5. A reference form (if any exists) with personal data already filled in