

Letters of Recommendation

If you need a letter of recommendation, I will be glad to write one for you. But please understand that I cannot do so on short notice. Here a couple of ground rules:

- If you would like me to write a letter of recommendation for you, please ask me far in advance of your application's deadline. Once I know about your time schedule, I can compare it with mine – and together we can see if and how it makes sense to proceed.
- To ensure that my letter will benefit your application, you should have **very actively** participated in at least one seminar I taught.
- Ideally, you should also have written a successful (“good”) paper in one of my classes. Please do not send me writing samples from other courses. Instead send me ...
- ... all parts of your application that are relevant for my letter of recommendation, i.e., your cover letter, CV, grade transcript, letter of motivation (especially useful for me) or (equally useful) project descriptions, etc. I *don't* need copies of certificates or other official documents.
- Provide me with all necessary information about the place/institution you're applying to, i.e., who is my addressee? (name, address); link to online forms (increasingly common); questionnaires; explanatory notes or “Merkblätter,” etc. And: the deadline.
- You can send these documents to me by e-mail, but only send them if we've agreed that I will write a letter of recommendation for you.
- I need to have received these documents – **complete** – at least **one month before the application deadline**. I will only start working on a letter of recommendation when I have everything I need – and please allow one month for the entire process afterwards.

Prof. Dr. Frank Kelleter