If you require a letter of recommendation please fill out the following form and hand it in, including your CV and transcripts / thesis abstract.

Please fill out **one form for each program you plan to apply to.**

<table>
<thead>
<tr>
<th>first name</th>
<th></th>
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<tbody>
<tr>
<td>surname</td>
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<tr>
<td>matriculation number</td>
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<tr>
<td>current study program</td>
<td>(BA/MA/PhD, and please attach transcript to email)</td>
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<tr>
<td>semester</td>
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<td>when did you (or do you plan to) turn in your BA/MA/PhD thesis?</td>
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<tr>
<td>which program and university are you planning on applying to?</td>
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<tr>
<td>type of application: BA (year abroad)</td>
<td>MA (master’s program, year abroad)</td>
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<td>PhD (doctoral fellowship)</td>
<td>other (explain)</td>
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<td>contact person for the letter of recommendation</td>
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<tr>
<td>Question</td>
<td>Answer</td>
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<tr>
<td>-------------------------------------------------------------------------</td>
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<tr>
<td>how is the letter of recommendation to be submitted? (email, submission link, etc.)</td>
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<td>application deadline</td>
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<tr>
<td>what are your academic interests, and how do these shape your research? (please be as precise as possible!)</td>
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<td>why are you suited to the program you are applying to?</td>
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<tr>
<td>describe the research topic that you wish to pursue during your future studies/fellowship (10-12 lines)</td>
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<tr>
<td>Question</td>
<td>Answer</td>
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<td>do you have any skills/experiences relevant to this particular program?</td>
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<td>when/how did you acquire these?</td>
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<tr>
<td>why do you want me to write your letter of recommendation?</td>
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<tr>
<td>have you done any work for me in the past? (courses, papers, etc.)</td>
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<td>which points should be mentioned/emphasized in this recommendation?</td>
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<tr>
<td>who else will be composing a letter of recommendation on your behalf?</td>
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