**Letter of recommendation request**

All fields are **mandatory** if not indicated otherwise.

Please submit this form with all attachments in **one file**.

General information

Name:

Matriculation number:

Program of study:

Research group member who is asked to issue the letter of recommendation:

Research group member: Please select

Have you known the research group member personally (e.g. from seminar group)? If so, please provide detailed information:

Course of the research group member you have successfully passed (grade 1.7 or better):

Title:

Semester:

Grade:

If applicable: Additional courses attended at the Entrepreneurship Research Institute:

Title:

Lecturer:

Semester:

Grade:

Title:

Lecturer:

Semester:

Grade:

In case you apply for a Studienstiftung des Deutschen Volkes scholarship you will need to be in the top 10% of your class, please attach a letter of the examination office to this effect.

Type of recommendation letter and recipient

Purpose of letter of recommendation:

Deadline for letter of recommendation:

Please note that processing the request takes **4 weeks.**

Name of addressed institution:

Name of reference person (if applicable):

Address:

Comment:

Submission of letter of recommendation

[ ]  Letter of recommendation needs to be sent to recipient institution

[ ]  Letter of recommendation needs to be sent to a TUM department (e.g. International Office), if so, please indicate recipient’s email and department:

[ ]  Letter of recommendation needs to be uploaded to recipient institution’s online portal

[ ]  Student picks up a printed version of the letter of recommendation in Garching

Attachments

[ ]  Current transcript of records (only official TUMonline documents are accepted – average grade of 2.0 or better!)

[ ]  Transcript of records of previous studies, if applicable (e.g. bachelor’s degree)

[ ]  Current CV, please include extracurricular, social activities, language skills, high school grade (Abiturnote). Please include copies of certificates.

[ ]  Letter of recommendation template issued by recipient institution, if applicable (Please submit in separate file)

Please note that we do not process letter of recommendation requests that do not contain the documents as described above.

Content of letter of recommendation

1. Please outline the competences and skills that enable you to study at your target university/be a scholarship holder/…
2. Please formulate additional important points that should be included in the letter of recommendation.
3. Please illustrate your motivation.

(approx. 1 page)