

Requirements for a Letter of Recommendation

If you need a Letter of Recommendation from our Chair, you have to submit the following information:

- Who will receive the Letter of Recommendation (exact address and preferably with contact name)?

- In what „special subjects“ (Profilfächer/Ergänzungsfächer) are you enrolled?

Profilfächer: _____

Ergänzungsfächer: _____

- Please tell us, what courses you attended at our chair. Did you attend any seminars or did you write your thesis at our chair? Please specify your grade for each course attended at our chair.

❖ Lecture _____ WS / SS _____
Grade _____

❖ Lecture _____ WS / SS _____
Grade _____

❖ Seminar _____ WS / SS _____
Grade _____

❖ Seminar _____ WS / SS _____
Grade _____

❖ Bachelor/Master Thesis (please specify);
Topic _____
Submitted on _____ Result _____

- What is your grade point average (Notendurchschnitt) of your studies at the moment?

- If you need specific information that has to be in the letter of recommendation, please specify here:

- If you need information about your relative performance in the studies (e.g. that you are among the best 10 percent of your cohort), then you have to ask at the study office, because we are not allowed to collect such information (because of data protection reasons).

- Did you attend any extracurricular activities such as internships or working student positions that are associated to your studies and that need to be in the letter? If yes, then specify here and attach the certificates.

- ❖ Internship from _____ until _____; Company _____

- Department _____ Your function _____

- ❖ Internship from _____ until _____; Company _____

- Department _____ Your function _____

- ❖ Internship from _____ until _____; Company _____

- Department _____ Your function _____

- ❖ Working student from _____ until _____; Company _____

- Department _____ Your function _____

- ❖ Studies Abroad; University _____

- From _____ Until _____; Major subjects _____

- Erasmus AIESEC Other: _____

- Please attach your current CV and your current transcript of records.

- Please attach a **letter of motivation**.

I confirm that my submitted information to the Chair of Corporate Finance is correct:

Date, Please sign here

IMPORTANT:

The letter will be written in English.

Furthermore, please understand that requests for letters of recommendation have to be sent to us at least four weeks before the final deadline.

In addition, we have to mention that we are not allowed to send you the letter of recommendation directly. If you are applying for a Master or PhD-position, then we kindly ask you to inform yourself, if there is a possibility to upload the letter online. If that is not possible, then we need your application number, the exact contact person at the university at which you want to apply and the e-mail-address of the recipient (usually it is the application manager).

Please send all required documents by email to cf@uni-hohenheim.de.