

Information for applicants: Letters of recommendation

Your letter of recommendation serves as an important basis for the selection committee of the Freie Universität Berlin. In most cases it will be forwarded to our partner university, which finally decides on the admission of our nominees.

Therefore, we would like to ask you to consider the following points regarding the letter:

- Please take care of the letters as soon as possible. Faculty members might need a few weeks issuing the letter of recommendation.
- Faculty members should evaluate the overall academic achievements and subject-related knowledge to date, therefore it is convenient if the applicant is known to the faculty member due to e.g., participation in a lecture or seminar.
- Faculty members should evaluate the applicant's proposed plan of study for the host country in terms of feasibility and relevance. Therefore we suggest to contact the referee personally during office hours and explain the study proposal or send the written proposal to the staff member in due time.
- Besides the academic achievements the letter should include an overall professional and personal impression of the applicant, since our partner universities put a very strong emphasis on the personal recommendation of faculty members.
- Letter of recommendation from the Sprachenzentrum indicating the participation in a language course **cannot be accepted**.
- Student assistants **are not allowed** to issue a letter of recommendation. Recommenders should at least hold a Master degree.
- Since the letters of recommendation will be sent to our partner universities, the letter of recommendation must be written in English and send to us directly as a signed PDF to the indicated address below. **Advice on issuing a letter of recommendation for faculty members can be found on our website.**

For further inquiries or questions arise regarding our direct exchange programs, please do not hesitate to contact us.

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