

Letters of recommendation for our direct exchange program

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 has the final decision on the admission of our nominees and on the awarding of tuition waivers and, in some cases, grants for living expenses.

Therefore, we would like to ask you to address the following points in your letter:

- How do you know the applicant (e.g., participation in your lecture, seminar, etc.)?
- How would you evaluate the applicant's academic achievement to date, if possible in comparison with other students? (For example, "The applicant is among the best xx % of the students in my course.")

Note: This is particularly important in subjects where grades vary very slightly.

- How would you evaluate the applicant's proposed plan of study for the host country in terms of feasibility and relevance?
- What is your professional and personal impression of the applicant?

Note: Our partner universities place a very strong emphasis on the personal recommendation of faculty members.

- Since the letters of recommendation will be sent in many cases to our partner universities, we kindly ask you to write them in English. Please do not mention a specific university.
- Should any questions arise regarding the recommendation or our exchange program, please don't hesitate to contact us.

Please send the signed letter of recommendation as a PDF to the following address:

E-Mail: auslstud@fu-berlin.de

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