

Guidelines for a letter of recommendation

Please note that students cannot apply for a scholarship on their own, but have to be nominated by an institution or professor. Your recommendation is therefore an important entry requirement. Please recommend students only if you are convinced that they will fulfill the following criteria for the German Academic Scholarship Foundation (Studienstiftung des deutschen Volkes) *in extenso*: Successful students must belong to the top percentiles of their cohort across the entire curriculum; they must demonstrate social skills, and show that they are engaged in activities beyond the curriculum.

1. In which course / class / seminar etc. have you taught or examined the candidate? From which semester / year do you know the candidate?
2. What assignments has the student completed for you and how did you assess them? Please contextualize the results as precisely as possible with regard to the cohort as a whole (e.g. between 16 and 21 of 107 students who took the exam; he/she ranked among the best 7 % of 70 in the course).
3. Please base your assessment on the fullest available information on the candidate's performance (e.g. transcript of records). Where would you rank the candidate in his/her cohort (e.g. 17/173 or in percent)? Please do not include transcripts of record at this point.
4. Please provide general information on the cohort of students in the candidate's year and course of study, e.g. information on entrance requirements and application procedures for the programme, retention rates and overall student numbers. Please include information on the candidate's current semester in her/his field of study as well as the total number of semesters the candidate has studied at a university. Please also include information on any changes of institution or breaks in study planned in the next 12 months (e.g. a gap year between BA and MA degree programmes).
5. Describe any particular knowledge, abilities or aptitudes possessed by the candidate that, in your observation, indicate outstanding talent (i.e. creativity, originality, critical thinking, problem-solving skills and motivation, perseverance and application to his/her work).
6. Are you in a position to provide indications regarding the candidate's sense of responsibility, social competence, engagement, tolerance and openness (also beyond the academic context)?
7. Who has initiated this recommendation – you or the candidate?

Please indicate the candidate's mailing address, date of birth, field of study and the total number of semesters the candidate has studied (i.e. first, second, third or fourth year student).

Do not include any other documents with your letter of recommendation (curriculum vitae, transcripts, etc.).