

PROMOS

GUIDANCE FOR THE PREPARATION OF THE LETTER OF MOTIVATION

The letter of motivation is a fundamental part of your application for the PROMOS scholarship. Here you have the opportunity to present and justify your motives of your stay abroad. Goals such as the general improvement of language skills and a general broadening of intercultural horizons are self-evident and do not justify a PROMOS scholarship on their own.

The letter of motivation should be short but concise.

Typically, it should be one to a maximum of two pages long and cover the following points briefly but meaningfully:

- What motivates you to complete a stay abroad? Is it a compulsory part of your studies or voluntary?
- How far have you already progressed in your studies? What additional benefits do you expect from the stay abroad?
- Which country will you go to and why did you choose this country?
- What are the time requirements for the stay abroad (start and end)? Why do you want to study at the chosen university?
- What qualifications and knowledge do you have to successfully complete the stay abroad? How have you prepared for it so far?
- What are your professional goals? What subjects will you study or what jobs will you do or what projects will you be involved in?

A few more formal notes:

- The letter of motivation should include your letterhead.
- For it to be valid, it should bear the date of issue and your signature