

Letters of Recommendation for Master Programs and Scholarships

Please use the following numerical guidance for your e-mail to the Dean's Office. Please do not send us the information required on points 1-7 as a pdf file, but insert them directly into your e-mail program.

Send the e-mail and all required attachments to: [gutachten.bwl\(at\)uni-mannheim.de](mailto:gutachten.bwl(at)uni-mannheim.de)

Please note that your request with all necessary documents must be received at least **four weeks prior to the expiration** of a potential deadline, starting with the receipt of the filled-out documents or the corresponding e-mail. Thank you for your understanding!

1. Name:	Exact name of the university or scholarship at/for which you would like to apply*
2. Contact:	If applicable, address of and contact person at the university or scholarship which will receive the letter of recommendation*
3. Study Program:	For applications concerning a master program: exact name of the program *
4. Requirements:	Describe which (formal) prerequisites the letter of recommendation must fulfill and (formal) processes which need to be considered. For example, will a link be send out in case an online form needs to be filled out? Must a scanned letter of recommendation be send via e-mail or mail to the corresponding institution? Or do you need the document in a sealed envelope personally?
5. Deadline:	Application or submission deadline
6. Motivation:	Please describe your motivation (approx. 200 words)
7. Chairs:	Please let us also know which chair(s) of the Business School you would prefer. Please provide a broad list of potential chairs. We will try our best to assign the requested chair to you. However, it might be possible that we will have to direct your request to a different chair. Please note that we cannot coordinate requests for chairs from other schools at the university. In this case, you must request the letter yourself. Please provide the following information for each chair in your e-mail and adhere to the outline below: <ul style="list-style-type: none"> • Chair: • Chair holder/lecturer: • Course attended: • Grade & Ranking: • Justification for selected chair:
8.	Send us the following attachments as pdf files: <ul style="list-style-type: none"> • Degree certificate and Diploma Supplement (if applicable) • Current Transcript of Records • Examination ranking (only applicable to students) • Overall ranking (<i>Gesamtranking</i>); Attention: this only applies to students of the Bachelor of Business Administration from the 3rd semester onwards¹. • Current CV (curriculum vitae) <p>You can request the documents from the Student Services using the following form: https://www.uni-mannheim.de/en/academics/during-your-studies/student-services/express-service/order-form/</p>

We are looking forward to your successful application and are glad to support you.

*** Please pay attention to correct spelling. Your wording will be directly adopted to your letter of recommendation.**

¹ The overall ranking is compiled by Student Services for students of the Bachelor of BA in the 3rd and 5th semester and is available on demand from mid-November of each year. The ranking is based on achievements up to the end of the 2nd or 4th semester.