

## Letters of Recommendation for Master Programs and Scholarships

Please use the following numerical guidance for your e-mail to the Dean's Office of the Business School. 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 the following e-mail address: **gutachten(at)bwl.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 <b>university or scholarship</b> at/for which you would like to apply*
2. Contact:	If applicable, <b>address of and contact person</b> at the university or scholarship which will receive the letter of recommendation*
3. Study Program:	For applications concerning a master program: exact <b>name of the program</b> *
4. Requirements:	Describe which (formal) <b>prerequisites</b> the letter of recommendation must fulfill and (formal) <b>processes</b> 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:	<b>Application or submission deadline</b>
6. Motivation:	Please describe your <b>motivation</b> (approx. 200 words)
7. Chairs:	Please let us also know which <b>chair(s) of the Business School</b> 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. In that case, the Dean's Office cannot provide any coordination and you must obtain the required letter of recommendation 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"> <li>• Chair:</li> <li>• Chair holder/lecturer:</li> <li>• Course attended:</li> <li>• Grade &amp; Ranking:</li> <li>• Justification for selected chair:</li> </ul>
8.	Send us the following attachments as pdf files: <ul style="list-style-type: none"> <li>• Degree certificate and Diploma Supplement (if applicable)</li> <li>• Current Transcript of Records</li> <li>• Subject ranking (possibly overall ranking) =&gt; you can obtain the subject ranking from the Student Services (<a href="mailto:studienbuero-bwl@verwaltung.uni-mannheim.de">studienbuero-bwl@verwaltung.uni-mannheim.de</a>)</li> <li>• Current CV (curriculum vitae)</li> </ul>
We are looking forward to your successful application and are glad to support you. Please inform the Dean's Office of the Business School via <a href="mailto:gutachten(at)bwl.uni-mannheim.de">gutachten(at)bwl.uni-mannheim.de</a> whether your application has been successful.	

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