



Letters of Recommendation from Prof. Dr. Stefanie Walter

If you would like me to write a reference or letter of recommendation for you, please note the following information:

If you have attended one of my courses with a grade of at least 5.0 or if we have met in another university context, I will be happy to write a reference for your application for a scholarship, a stay abroad, a doctoral program, or similar. Recommendations are more meaningful and helpful the better I know you and the more positively I can speak about you. Therefore, it is advisable to ask me for a recommendation if I know you particularly well or if you have completed my course with good, or better still, very good results.

In order to give me enough time to write you a letter of recommendation as possible, please contact me **at least two weeks** before the deadline. Once I have agreed to write the letter, please send me the following information in a single email, using the language (German or English) in which you would like me to write the reference letter:

- Where and when did I meet you? Please list all courses or other occasions where we met. For courses with multiple course requirements (Leistungsausweise), please let me know the individual grades you received for each requirement. If you wrote your BA or MA thesis with me, please also send me the title of the thesis and a short summary (abstract, max. 200 words).
- What university, program, or (type of) employer are you applying to?
- Why are you applying for this program in particular, and why are you particularly suited to it, or what makes you stand out as an applicant? The more specific information you provide me with here, the more specific and personal I can make the reference.
- Practical details: Deadline, contact person, address or email address, type of reference (paper, email, website), language (German or English), information on special procedures or forms.

Attachments to the email:

- Detailed and up-to-date CV
- Current transcript of grades. For MA students, additionally the BA certificate with an overview of grades.
- Any required application forms that I need to fill out