

Assistance in drafting the letter of motivation

The letter of motivation is an essential part of the application documents for the university grant. Here you have the opportunity to explain and justify your motives for your stay abroad. You should also be able to explain why you are applying for the grant and why you qualify for it.

The letter of motivation should be short and concise, between 1 and a maximum of 2 pages. The following points should be dealt with 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 with your studies? What additional benefits do you expect from your stay?
- Which country and which institution will you go to and why did you choose it?
- What are the time frames (start/end)?
- What qualifications and knowledge do you have to successfully complete your stay? How have you prepared yourself so far?
- What are your professional goals? What is the content of the stay?
- If you receive a salary: please explain in your letter of motivation why you would like/need to apply for the university grant in addition to your internship salary.
- Are you an active volunteer? Are you involved in the department, International Office (e.g. Buddy Program) or similar?
- Why do YOU qualify for the university grant?

Formal notes:

- The letter of motivation should contain a letterhead and be addressed to the International Office.
- It should be dated and signed at the end.