



## Marketing Center Münster

### Application for a Letter of Recommendation

The Marketing Center Münster supports students wishing to gain experience and broaden their knowledge at foreign universities. The following guidelines are the prerequisites to apply for a letter of recommendation for a semester abroad, a scholarship, etc. If you are eligible, please hand in all required documents digitally.

#### Prerequisites for a letter of recommendation:

- The student requesting a letter of recommendation has to be matriculated at the University of Münster (WWU). Unfortunately, we cannot issue a letter of recommendation for exchange students.
- Bachelor and Master students should have attended at least one course of the respective department or junior professor.
- Only Master students with a major or minor in Marketing are eligible.
- The applicant should demonstrate above average performance to qualify.
- Application forms need to be handed in **four weeks** before the application deadline to the respective department or junior professor.

#### Required documents (all documents should be in English if available):

- If possible: an **official template** for a letter of recommendation in digital form (provided by the prospective exchange university, scholarship program, etc.)
- **Letter of motivation:** This letter should illustrate the reasons for your visit abroad. Why did you choose university XYZ? What benefits do you expect from your stay? Why are you qualified for your stay abroad? Etc.
- **Curriculum Vitae**
- Please provide the addressee's title, status, department name, faculty name and the university's name and address. If you do not concretize the addressee, we will not process your request.
- **Reports** (including a high school diploma (Abiturzeugnis), Bachelor Degree/Vordiplom (abstract of all grades), grades of current studies at the WWU, letters of recommendation from internships, etc.)
- If you are planning to spend a semester abroad, we expect you to present a detailed curriculum of the courses you are planning to take and an explanation of how these courses fit into your studies at the WWU.