



Guidelines for a Letter of Recommendation

Many students who apply for a stay abroad as a part of their studies at the University of Potsdam need a letter of recommendation issued by a university lecturer.

Please consider the following aspects when writing the letter of recommendation:

- 1) How long have you known the applicant and in which context?
- 2) How do you assess the applicant's academic performance so far, also in comparison to other students? Please indicate where the applicant ranks among students you have taught (for example top 5%, 10%, 20%, 30%).
- 3) Where do you see the applicant's strengths and weaknesses?
- 4) How do you assess the study project abroad?
- 5) What is your general impression of the applicant (academic and personal)?

Please send the letter of recommendation directly to the applicant. The applicant will then submit it along with other application documents via the application portal of the International Office.

Thank you for your support!

The Outgoing Team of the International Office