Letter of Recommendation

for Exchange Programmes

|  |  |
| --- | --- |
| **Please submit to:** International OfficeUniversität KonstanzPostfach 207D-78457 Konstanz | Telefon: +49-(0)7531-88-30 89E-Mail: exchange.programs@uni-konstanz.de |

|  |  |  |
| --- | --- | --- |
| For(Student’s name) |      First Name |      Last Name |

Note: The Letter of Recommendation is required to apply for a university in North America, Latin America, Asia, Australia and other partner universities worldwide. Please typewrite in English. Please send the Letter of Recommendation directly to the International Office or deliver it to the applicant within a sealed envelope. Thank you.

**Please comment on the following points**:

- Where, when and under what circumstances did you meet the applicant?

- Evaluate the applicant's academic performance during his/ her studies.

- Evaluate the applicant’s proposed study project abroad.

- General impression of student with regard to his/her academic qualities.

**Comment**:

|  |
| --- |
|  |

|  |
| --- |
| If possible, please compare the applicant to other students with equivalent training. I rate this applicant as: |
| [ ]  among the best 5 % [ ]  among the best 10 % [ ] among the best 20 %  [ ] among the best 30 % [ ] cannot say  |
| Name of University Teacher:       |
| Staff Position:       |
| Department:       |
| University:       |
| Place, Date:       | Signature:       |