

## How to request a letter of recommendation for your application to a Master's program

A letter of recommendation is a vital part of your application. Therefore, please carefully read the following information which you may find quite useful.

### Prerequisites:

The below grades are to be interpreted as reference values.

1. Successful completion of the lecture „Finanzwissenschaft“ with a grade of 2.0 or higher
2. An average grade of 2.5 of the mandatory courses of the bachelor's program
3. Student must be personally known, e.g. through completion of an elective course on public finance (good or very good grading), in order to be able to write a significant letter of recommendation.

Meeting the requirements does not imply the right to obtain a letter of recommendation. Please contact Professor Janeba via [email](#) in order to discuss further steps. For reasons of capacity, the number of applications is limited to 10. The letter is *always* sent directly to the respective institution.

### Documentation:

If you are promised a letter of recommendation, please submit the documents listed below *one month prior to the first application deadline at the latest*:

1. preliminary list of institutions
2. transcript of records with ranking
3. CV
4. short letter of motivation (it is also possible to talk about your motivation during an individual meeting)