

13.02.2017

Guidelines

Recommendation, Reference and Invitation Letters

If you require a recommendation, reference or invitation letter for a scholarship application or similar from Prof. Janz, please take the following instructions into account, in order to ensure the smoothest possible processing of your request:

The prerequisite for the production of a recommendation or reference letter is, generally, the production of at least one written piece of work, that is, one should have attended a course with and written an essay or thesis for Prof. Janz. For scholarships etc., please ensure that you meet the application requirements for the particular program or advertisement before sending your request to Prof. Janz.

The request, accompanied by the necessary information, must be received a minimum of **two weeks before the application deadline** or the submission deadline for the recommendation/invitation letter.

Please provide the following materials (as Word or PDF files):

- ✓ Current **CV** with list of publications (if extant).
- ✓ **Project description with project title** (if you are applying with a research project). This can, if needed, also be sent in draft form.
- ✓ For scholarship applications etc.: name a minimum of two **references**.
- ✓ The **advertisement** (of the position, scholarship etc.) as a file or web link.
- ✓ If applicable, a template for the invitation letter etc. and/or information about which details the invitation/reference letter etc. should contain.

Please also provide the following information:

- ✓ What **period of time** are you applying for?
- ✓ By which date should the recommendation/invitation letter etc. be submitted (**deadline**)?
- ✓ In which **language** should the recommendation/invitation letter etc. be formulated? (German or English)
- ✓ **To whom** should the recommendation/invitation letter be sent? To you, or directly to the advertising institution? To which **address**? Is there a contact

person at the advertising institution, to whom the letter should be addressed by name?

- ✓ **How should the review/invitation letter be submitted?** By post? By email as a PDF file? By uploading a file in an internet portal? By filling out a questionnaire in an internet portal? - etc.

We thank you warmly for observing these instructions, which spare you and us repeated queries, and wish you success with your application!

(Last updated: February 2017)