

GUIDE- letter of motivation for DAAD PROMOS application

The application for a DAAD PROMOS scholarship includes a letter of motivation. This forms a core of your application and should therefore be written with the necessary care. In the following we would like to give you some guidelines and tips on how to approach a letter of motivation.

The letter of motivation is a continuous text, usually one to two pages in length. Please write the letter in letter form, i.e. with letterhead including sender, recipient and subject line and sign it. The letter of motivation can be written in German or English.

We can give you some guidelines regarding the content. However, please keep in mind that as a rule individual letters of motivation are the most convincing. In the selection committee for the DAAD PROMOS scholarship is made up not only of staff from the Global Office, but also of teachers from different departments. This is one of the reasons why your letter of motivation should your *academic* motivation for a stay abroad.

You could address the following points in your letter:

- Why do you want to study abroad?
- What academic qualifications and skills speak for you?
- Why did you choose your destination country? Why this particular host institution?
- What specific academic plans do you have abroad (focus of interest in your studies, research interests, etc.)?
- How will the stay abroad and the scholarship help you to achieve your academic, professional and personal goals?
- Why are you applying for a PROMOS scholarship and what do you hope to achieve?
- What special non-academic achievements and commitments or personal characteristics speak for you?
- Do you have a personal and cultural interest in the target country? Do you intend to participate in cultural exchange during your stay and if so, in what way?

The letter of motivation should convince the selection committee that your stay abroad will be has been planned consciously and based on academic, professional and personal reasons. You must explain why your stay abroad is particularly suitable for funding. The list above should therefore only be understood as a guide. You can set your own priorities or bring in completely different arguments. The decisive factor is a well-founded justification for your stay abroad.

If you have any further questions regarding the letter of motivation or the PROMOS application, please do not hesitate to contact us.

We wish you every success with your application!