

Letter of Recommendation

Name of Applicant: _____

Field of Study: _____

Semester: _____

Name of desired Host University _____

To the evaluator:

This is a two page letter of recommendation form. Please return the form to the applicant in a **sealed envelope** or send it directly to:
International Students Office, Hubland Campus Nord, Josef-Martin-Weg 54/2, 97074 Würzburg.

1. I know the applicant:

- from one of my courses from some of my courses
- through his/her engagement at my department through exams only
- I don't know the applicant Other:

2. Academic standing:

In comparison with other students who have had equivalent training, I rate this applicant as:

- top 5%
- top 10%
- first 20%
- first 33%
- 50%
- 50 – 100%
- I can't rate applicant

3. Preparation of study abroad

Please mark	Excellent	Very good	Good	Above average	Average	Below Average	Insufficient
Academic quality of study plan							
Preparation and feasibility, time plan, commitment							
Research on host country							

4. Recommendation and prospects of planned study abroad project

Please check just one box which best describes the qualification of the applicant!

Criteria for the evaluation should include: personal and academic motivation, convincing and suitable study plan related to major/minor, quality of preparation and research about potential host university, personal extracurricular engagement and social competencies.

Please check one box only!	Description
<input type="checkbox"/>	Applicant is academically and personally/socially one of the best students in his field of study and therefore a very good representative of the University of Wuerzburg.
<input type="checkbox"/>	Applicant will be a good representative of the University of Würzburg, academically and personally/socially.
<input type="checkbox"/>	Applicant will academically represent the University of Würzburg well.
<input type="checkbox"/>	Applicant will represent the University of Wuerzburg well due to personal and social qualities.
<input type="checkbox"/>	Applicant will probably use his study abroad to train academic and social competencies.
<input type="checkbox"/>	Applicant should work on further developing academic as well as social competencies and re-apply for the next round.

5. Further comments you would like to share about the applicant

Evaluator's name and area of responsibility

Date, evaluator's signature, seal