

LETTERS OF RECOMMENDATION

Dear Students,

if you need a report or a letter of recommendation, remember that it is in our mutual interest that my assessment be precise, meaningful and written in the correct form. In order to guarantee this, I need some preparation time.

For that reason, please stick to the following deadlines:

I need all the documents for the reference/ letter of recommendation **at least four weeks** before the due date. Please note: **any requests made after this deadline will be neither processed nor answered.**

You must clearly indicate:

- what type of letter you need,
- which criteria are requested,
- what you are applying for,
- to whom it should be addressed
- which deadlines need to be kept,
- whether my assessment should be written on official paper.

Always attach your resume and a current transcript and state which of my courses you have attended and the grades you received for each assignment: proposal, presentation and final paper.

Klaus Segbers