

The letter must be in English if you will be taking most of the courses in English. If you are studying in the local language or will take most courses in the local language, you can write your letter in German.

Mandatory information on the layout:

- Right margin at least 2.5
- Edge distance top/bottom/left min. 1.0
- Font size min. 11
- Font "Arial"
- Line spacing min. 1.0
- Please do not forget to separate your text by a few paragraphs
- maximum one DIN A4 page per letter of motivation/university

Mandatory header 1: First name, last name, desired degree, subject incl. major/minor combination

(For example: Marie Mustermann, BSc VWL or Max Mustermann, MSc BWL Management/Marketing)

Mandatory header 2: Priority with number and name of the host university

(For example: Priority 1 University of Oulu)

Individual content: Please clearly state your personal and academic motivation in the letter of motivation (details such as name, subject, etc. are not relevant, as you have already mentioned them in the header; you can also do without greetings). Please note that letters of motivation are processed and evaluated at the International Relations Center (IRC) of FB04 and are not forwarded to the host university.

These questions should help you to prepare a good letter of motivation:

Personal motivation (40%):

- Why do you want to study abroad for a semester?
- Why did you choose this particular host university (rankings, expertise, special offers for exchange students, etc.)? What distinguishes the university and what is important for you personally?
- Why do you want to spend the semester abroad in this country?
- Why do you want to spend a semester in this city?
- etc.

Academic motivation (60%):

- Which courses (name, ECTS) would you be able or willing to take and for what reason?
- Show that the semester abroad fits into your study plan at WWU
- Have the courses you selected already been credited? How many ECTS would you personally like to take and receive credit for in total?
- Show that you have familiarised yourself with the profile of the host university and that you have examined the course offerings to ensure that they fit academically.
- What connecting factors are there at your chosen university with your studies or with your study focus / career planning?

- How well does the academic calendar of the host university fit in with your plans?
- Are there any special features in contrast to the EMU courses/studies at the EMU?
- etc.

Please use the host university's website including course lists as well as the experience reports and the overview of already credited courses on the IRC website for the preparation of your letter.