

John F. Kennedy Institute  
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If you require a letter of recommendation please fill out the following form and hand it in, including your CV and transcripts / thesis abstract.

Please fill out **one form for each program you plan to apply to.**

<b>first name</b>	
<b>surname</b>	
<b>matriculation number</b>	
<b>current study program (BA/MA/PhD, and please attach transcript to email)</b>	
<b>semester</b>	
<b>when did you (or do you plan to) turn in your BA/MA/PhD thesis?</b>	
<b>which program and university are you planning on applying to?</b>	
<b>type of application: BA (year abroad) MA (master's program, year abroad) PhD (doctoral fellowship) other (explain)</b>	
<b>contact person for the letter of recommendation</b>	

<p><b>how is the letter of recommendation to be submitted? (email, submission link, etc.)</b></p>	
<p><b>application deadline</b></p>	
<p><b>what are your academic interests, and how do these shape your research? (please be as precise as possible!)</b></p>	
<p><b>why are you suited to the program you are applying to?</b></p>	
<p><b>describe the research topic that you wish to pursue during your future studies/fellowship (10-12 lines)</b></p>	

<p><b>do you have any skills/experiences relevant to this particular program?</b></p> <p><b>when/how did you acquire these?</b></p>	
<p><b>why do you want me to write your letter of recommendation?</b></p>	
<p><b>have you done any work for me in the past? (courses, papers, etc.)</b></p>	
<p><b>which points should be mentioned/emphasized in this recommendation?</b></p>	
<p><b>who else will be composing a letter of recommendation on your behalf?</b></p>	