

## JFK-I Dpt. of Literature | Prof. Dr. Stefanie Mueller

### Letters of Recommendation

If you need a letter of recommendation, you need to get in touch with me asap and if I can help you, I certainly will.

Here are a few rules that you should read carefully before you proceed:

- Have you attended one of my seminars?** If not, consider asking a colleague whose class you have attended.
- How much time before the deadline?** I will need a month to write your recommendation (longer during spring and summer break).
- Do you have all necessary information on the application process?** For example, the place/institution you're applying to, i.e., who is my addressee? (name, address); information on the exchange programme or the like; link to online forms, questionnaires; explanatory notes or "Merkblätter," etc. and: the deadline.
- Do you have documentation that I can work with?** Your letter of motivation, your current transcript of records, your CV, a term paper sample.
- Register for my office hours and we will talk about it.** If I agree to writing the letter of recommendation, send me the documents (not before).