

## Guideline: Recommendation Letter for Incoming Student's Scholarship Application for the Joint Study Programme at AAU

In the framework of incoming student's applications for a scholarship granted by the University of Klagenfurt (AAU, receiving institution), a recommendation letter written by a lecturer of the sending institution needs to be submitted to AAU through the programme manager. *Alternatively, a statement written by the international office of the sending institution on why the student was chosen for the programme can be handed in.*

We would like to provide you with a guideline for this letter, and kindly ask you to follow the formal instructions and to cover the questions below. If you have any questions, please send an e-mail to: [incoming.exchange@aau.at](mailto:incoming.exchange@aau.at).

### GENERAL INFORMATION AND FORMALITIES

Please include your name, position and work-related contact information (e-mail address, phone number, physical address) in the header.

Please use the following title "Recommendation Letter for **NAME OF THE STUDENT** for the Joint Study Programme at AAU".

The recommendation letter should be written in **English** or **German**.

Please **sign, stamp** and **date** the letter.

### QUESTIONS

What academic context or course do you know the student from?

Why would you recommend the student for a semester at AAU?