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Zeichen	WS/ju
Datum	08.03.2022

Guidelines for reference letters

If you need a reference letter, please make sure that you provide us with the following information:

1) For what purpose do you need the reference letter? (Application for admission to an academic programme? Application for a scholarship? Or a job application?)

Please give us the exact title of the programme, scholarship or job description and an internet link to it. The exact title needs to be mentioned in the letter.

2) Where should the letter be addressed to?

Please give us the exact name and postal address of the organisation, institution or company. It needs to be in the letter head of the reference letter.

3) Check whether a person's name is given, to whom the reference letter should be sent to. In some programmes, a concrete person is in charge of the application process. This name is needed for the letter head, too.

4) What is the basis of the reference letter? Please list the seminars and lectures, which you participated in, taught by the person issuing the letter. A reference letter normally starts with sentences like: "I have known Ms./Mr. NN since S/he participated in my seminar on ..."

5) Are there any formal requirements of the reference letter? Please check in the information on the programme, you are applying for, whether any specific points need to be mentioned in the reference letter. (Maybe special skills need to be evaluated, sometimes an explicit ranking "NN is among the best 5/10/25% of his/her year" is required...)

Please also check, whether the reference letter can be issued as a simple letter, or there is a fixed form, which needs to be filled in.

6) When and how is the letter to be submitted? Are you – as a student – the person to submit the letter? Does the letter have to be submitted by the person issuing it, maybe even from his/her official email address? Can the letter be submitted electronically, or do you need a printed, maybe stamped version?

Is there a deadline for submission? (Please make sure that we have enough time to issue the letter, and write to us about two weeks in advance of the deadline)