

Request for a letter of recommendation / academic reference

Personal details

(add CV)

Name, surname		Matriculation number:	
Course of study:		Semester:	
Mail address:		Phone:	
Postal address:			

Information for the purpose of a letter of recommendation / academic reference

(if necessary, add forms and announcement)

Title of study programme, scholarship:	
Institution, Country:	
Language of the letter:	
Deadline for submission:	
Address, in case the writing has to be sent directly:	
Other:	

Relation(s) to the Chair of Finance and Banking

Lectures, Seminars, Thesis:	Lecture title or topic of the thesis:	grade:	
			Ø-grade:
Other relationship to the Chair (e.g. Student assistant)	Designation:	Period of time:	

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Further academic achievements

(enclose supporting documents if necessary)

Ø- grade during actual study programme: (Transcript of records/Final Grade Report Bachelor)		
Completed (job/study) qualifications:	Title of the qualification – institution:	Ø- grade

Extracurricular

(enclose supporting documents if necessary)

Practical activities: (internships, job, etc.)	company/resort:	from/to:
Honorary offices and student organizations, etc.:	Designation/Position/Activity:	from/to:

Three keywords each, which you describe best regarding...

(If possible, please enclose proof in the form of job reference, internship certificates, etc.)

... learning and working behaviour:	... social competence:	... cognitive abilities:

Others

(for example special language skills, study abroad, scholarships, projects, etc. – please enclose credentials)

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Attachments

- | | |
|---|--|
| ☐ Curriculum Vitae | ☐ Transcript of records |
| ☐ Bachelor's degree | ☐ Forms/Announcements |
| ☐ Work / Internship certificates | ☐ Proof of language proficiency |
| ☐ Proof of extra-curricular activities | ☐ Other: |

Statement

I hereby assure that all information provided is true and correct and may be used for the preparation of the letter of recommendation.

Passau,
(date)

.....
(signature)

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Instructions for filling in:

- A letter of recommendation or expert opinion will be prepared only if you have attended **at least two of the Chair's courses**. Furthermore, you should be able to prove that you have a **clear financial background** and that you have achieved **above-average academic results**.
- The first two pages must **be filled in completely**. Please hand in this document together with the corresponding certificates to the chairs office: office.entrop@uni-passau.de.
- In order to avoid queries and unnecessary delays, please make sure that you **write legibly**. Please do not forget **to sign** the formular.
- Please enclose various supporting documents with this form and note the annexes in the fields provided on the form. Uncertified copies of the corresponding documents are sufficient. Without the necessary proofs your inquiry unfortunately cannot be processed.
- If your recommendation or academic opinion is made exclusively by means of print or online form you must enclose this form possibly as a screenshot.
- Please allow roughly the chair to complete the process. Therefore, your application should be submitted at least three weeks before the deadline.
- Questions or comments will be coordinated by the chairs office.

Contact:

Phone: +49 851 509 2461

E-Mail: office.entrop@uni-passau.de