

Dear HU students,

- please notice the following points regarding letters of recommendation:

1. I write such letters for students applying for admission to some other **academic program**. I do not write such letters for people applying for jobs or internships.

2. I send my letters *directly* to the program a student is applying for. This is the standard process. I, therefore, need to know **where to direct a letter**. Please include this information if you contact me to ask for a letter. Please also include a recent **transcript**.

3. Due to time constraints, I cannot write letters for everyone. It makes sense that I only write letters for students I know reasonably well. Here are my criteria:

3.a. Basic criteria for letters of recommendation:

- You must have taken at least one course I taught.
 - Less than a 1.7 average of all grades you got in courses I taught.
- These criteria apply, for example, if you need a letter for a student exchange.

3.b. In the following cases, I will use somewhat more stringent criteria:

- If you need a letter in order to apply for a admission to a **master program**, you must have taken at least **two** courses I taught and the average of your grades must be below 1.7. Moreover, you must have written your **bachelor thesis** under my supervision.
- If you need a letter in order to apply for a **doctoral program**, you must have written your **master thesis** under my supervision.

If I agree to write a letter for you, please send me a reminder one week before the deadline.
Thank you!