

## Recommendations for writing a motivation letter when applying for a term abroad at University of Münsters central partner universities

### Title:

- › Motivation letter for a term abroad at (university) in (city, country)
- › Name of student
- › These details can also be put in the header or footer of the document

### Section 1

- › Semester number; a short description of where you are at in your studies

### Section 2

- › Name the chosen partner university; give reasons for choosing the country and especially the university
- › What does the host university have to offer? Does the university for example have any specials or focus which is interesting for your studies?
- ›

### Section 3

- › What does the semester abroad add to your studies? How can you profit from a semester abroad?
- › Give some examples by using courses offered at the host university, with a short reasoning why these courses are interesting for you
- ›

### Section 4

- › Future perspectives: Are you planning to write a thesis or dissertation in a certain field? Are you planning to enroll in a Master or PhD program in a certain field? How would a term at the host university prepare you for a certain field of work? Etc.

### Section 5

- › A few sentences regarding your personal motivation

This is just a recommendation. The motivation letter can also be structured differently. Generally, it should be concretely related to your host university and your personal situation. The purpose of the motivation letter is not to show abstract and general thoughts, but that you spent time informing yourself about the exchange and host university. It is also to show that you have a concrete understanding of what to expect from the host university and what you want to achieve by studying there.

Keep a nice design and proper spelling and grammar in mind!