

Information on Letters of Recommendation

If you would like me to write a letter of recommendation for you, please consider the following aspects:

1. I intend to write individual and truthful assessments, so ideally, you have participated in one of my classes; consider talking to me in person during my office hours.
2. Approach me at least **three** weeks in advance.
3. Send me all necessary documents, including:
 - information on the programme/purpose/etc. you need the recommendation for
 - information on the format, length and specific requirements of the letter (if available)
 - information on your motivation and your background (send me a CV, a list of courses and marks)