



Guideline to obtain a letter of recommendation

1. Please send us your request no later than 4 weeks prior to the 'letter of recommendation' deadline.

We cannot guarantee that late request will be met on time.

2. Please inform us about:

- The exact name of the Institution or program you are applying for and the relevant points of contact.
- All the relevant deadlines that have to be met.

3. Please include all of the following information:

- CV
- A complete list of courses that you took which are relevant for the letter of recommendation, including your grades.
- Letter of motivation, which spells out why the institution or program you are applying for is best suited for you.
- Detailed information about the institution or program you are applying for
- Detailed information about the requirements which the letter of recommendation has to meet.
- All forms that need to be filled out

Please send all of this information to:

**Institute of Political Science
University of St.Gallen
Rosenbergstr. 51
9000 St.Gallen**

or by E-mail to: edith.hollenstein@unisg.ch