

## **Letter of Recommendation:**

**Before you ask for a letter of recommendation please consult the information below first:**

**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.**

**Please inform us about:**

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

**Please include all of the following information:**

- Your CV**
- A complete list of courses that you took which are relevant for the letter of recommendation, including your grades and the respective semester/year.**
- Letter of motivation, which spells out why the institution or program you are applying for is best suited for you.**
- Detailed information about the 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 (IPW)**

**University of St. Gallen (HSG)**

**Müller-Friedbergstr. 8**

**9000 St.Gallen**

**or preferably by E-mail to: [lor@unisg.ch](mailto:lor@unisg.ch)**



## 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:**

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University of St.Gallen  
Müller-Friedbergstrasse 8  
9000 St.Gallen**

**or by E-mail to:      [lor@unisg.ch](mailto:lor@unisg.ch)**