

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. 6/8

9000 St.Gallen

or preferably by E-mail to: LoR.Davis@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:

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

or by E-mail to: isabelle.leutenegger@unisg.ch