

Guide for your Promos scholarship application letter

The application for a PROMOS scholarship includes, among other things, a letter of motivation. This forms a core part of your application and should therefore be written with the necessary care.

In the following, we would like to give you some guidelines and tips on how to approach a motivation letter. The letter of motivation is a continuous text of usually one to max. two pages. Please write the letter in letter form, i.e. with letterhead including sender, recipient and subject line and sign it. The letter of motivation should be written in English. We can give you some guidelines regarding the content. **Keep in mind, however, that personal letters of motivation are the most convincing.** The selection committee consists of staff from the International Office and the Language Center.

You could address the following points in your letter:

- Why do you want to spend time abroad?
- What academic qualifications and skills speak for you?
- Why did you choose your destination country? Why this particular host institution?
- What specific academic plans do you have abroad? (focus of interest in your studies, research interests, etc.)?
- How will the stay abroad and the fellowship help you to achieve your academic, professional, and personal goals?
- Why are you applying for a PROMOS scholarship and what do you hope to achieve from it?
- What special non-academic achievements and commitments or personal qualities speak for you?
- Do you have a personal and cultural interest in the target country? Do you intend to participate in cultural exchange during your stay and, if so, in what way?

The letter of motivation should convince the selection committee that your stay abroad has been planned consciously and based on academic, professional and personal reasons. You must explain why your stay abroad is particularly suitable for funding. Therefore, the list above should only be understood as a guide. You can set your own priorities or bring in completely different arguments. If you have further questions about the letter of motivation or about the PROMOS application, please do not hesitate to get in touch with us. We wish you good luck with your application!

Your International Office Overseas Team of the Frankfurt University of Applied Sciences