

Important Information: Recommendation letters from your academic department for your application to go abroad

To apply for a place at a university abroad or to apply for scholarships, you will need recommendation letters. The 'studieren weltweit' (studying worldwide) and 'PROMOS' programmes are examples of programmes at Saarland University. When applying for external programmes, please check if the sponsoring institutions (such as the German Academic Exchange Service/DAAD) have additional requirements for recommendation letters.

Recommendation letters should include:

- How many semesters the lecturer has known you
- Which course/s of theirs you have attended
- How you performed in the course/courses
- Information on how your performance compares to the average grade in your subject of study
- How your lecturer views your plans to go abroad, in particular in relation to your current degree programme and your future plans

Information on recommendation letters for internal applications:

- Recommendation letters for a **place at a partner university within the 'studieren weltweit' programme** must be written in **English**, as they will be forwarded to the partner university.
- Recommendation letters for the **PROMOS** scholarship can be written in **German or English**.
- Recommendation letters that will be used for a **combined application** for one of our 'studieren weltweit' partner universities and the PROMOS scholarship need to be written **in English**.
- Recommendation letters should be addressed to Bettina Jochum (International Relations Division | Saarland University International Office)
- and written on the letterhead of the reference's chair or institute.

Submission for internal applications at Saarland University

- Upload to the outgoing application portal (**preferred**)
- Email to outgoing@uni-saarland.de as a PDF
- Send via the university's internal mail service:

Bettina Jochum
Dezernat IB | International Office
Campus A4 4
66123 Saarbrücken

For further information, please contact the [GoOut! Service Center](#)