

Prof. Dr. Thomas Saalfeld

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Chair of Comparative Politics  
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96045 Bamberg

# Form for Letters of Recommendation

Please answer as many of these questions as possible. The more information we have, the more detailed your letter of recommendation will be.

## GENERAL INFORMATION

**Surname:**

**Name:**

**Course of Studies:**

**Semester:**

**Application for (Internship, MA-Program, etc.):**

**Institute:**

**City/Address:**

**Contact Person / Recipient:**

**Deadline:**

## **HOW DO YOU WISH TO RECEIVE YOUR LETTER?**

**I will pick it up in person** (this is the norm)

**I wish to receive it via mail** (only if you do not reside in Bamberg)

**Your postal address:**

## **CLASSES YOU ATTENDED WITH PROF. SAALFELD**

**► Class 1 title:**

**Time period:**

**Topic / contents of the class:**

**Examination (did you write a test, term paper, etc.):**

**Grade:**

**► Class 2 title:**

**Time period:**

**Topic / contents of the class:**

**Examination (did you write a test, term paper, etc.):**

**Grade:**

## **FOCUS OF YOUR STUDIES**

**Topic:**

## **FINAL THESIS (BA/MA)**

**Topic:**

**Date of expected graduation:**

**Supervisor:**

## **EMPLOYMENT AT OUR CHAIR**

**Time period:**

**Your tasks:**

## **INTERNSHIPS**

**Institute/company/etc.:**

**Time period:**

**Your tasks:**

## RELEVANT TRIPS ABROAD

Place:

Time period:

Your activities:

## LANGUAGE SKILLS

## SELF-EVALUATION

Why are you qualified for the position/program you are applying for? Why are you interested in the position/program?

Please attach:

- short CV
- FlexNow-excerpt with your grades

Please send this questionnaire and all relevant documents to one of the following addresses:

E-Mail: [evelyn.roeder@uni-bamberg.de](mailto:evelyn.roeder@uni-bamberg.de)

Mail: Otto-Friedrich-University of Bamberg  
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