

Guidelines for a Letter of Motivation for a Stay Abroad at the USC in Australia or Otago Polytechnic in New Zealand



The letter of motivation should include special aspects of the curriculum vitae as well as the motivation for a stay abroad.

It highlights personal reasons for going abroad and serves as an additional decision tool for the selection of the scholarship places.

Layout: The layout is equal to a cover letter. The following data must be included:

- address of the sender
- address of the recipient is the International Office of the partner university
- place and date
- subject line
- signature

Length: one DIN A4 page (without back)

Language: English

Content: Personal motives are the priority information. They should be underlined by experiences.
In general, there is no right or wrong in a letter of motivation, only more or less matching with i.e., the Erasmus+ or PROMOS programme.

Key Questions could be:

- Why do I want to go abroad? What is the aim of my stay abroad?
- What interests me about the country?
(Please refer to your first wish)
- Do I already have international experience that supports my plan?
- Possibly: Are there any courses offered with interesting content?
- Possibly: Are the tasks within the company demanding in terms of content?

We are looking forward to receiving your application!