**Motivation Letter Template**

This template comprises the recommended minimum of information which a motivation letter needs to include. This is just a template and should only be used as a guide.

Every motivation letter must contain basic information about you, the scholarship you are applying for, your college/university, the host institution abroad, and your field(s) of study.

The main objective of the motivation letter is to show why you should receive the scholarship, why you’re the right candidate for all the academic and other benefits it entails.

The motivation letter should not exceed 2 A4/letter pages.

MOTIVATION LETTER

Place, dd month yyyy

Dear Sir /Madame,

my name is full name. I am student at name of university/college, name of faculty, and I am currently in the 1st/2nd/3rd… year of a/an BC/MA/PhD program. I study field(s) of study/subject(s).

I would like to take this opportunity to explain why I am applying for a study abroad/research stay/summer course scholarship in country.

I plan to graduate from my BC/MA/PhD studies in year. Before I finish my studies, I would like to broaden my academic experience by studying at a university abroad. I believe that obtaining a scholarship for a study abroad/research stay/summer course at a university/college in country would be just such opportunity.

I believe that study/research stay/summer course abroad would reason 1, reason 2, reason 3 ….

In the short-term perspective, I would like to use the knowledge and skills acquired during my stay to e.g., write my thesis/dissertation. I see the main long-term benefits to be benefit 1, benefit 2, benefit 3, ….

Further or study/research stay applicants:

I have already established communication with the name of department at the name of university/college.

I would like to work together with a team from name of university/college described in the attached study/research plan. The expected completion of the study/research plan is in the summer/winter semester of the next academic year.

Thank you in advance for considering my application.

Best Regards,

full name

Signature