



## **Information regarding letters of recommendation and expert opinions to support applications written by Prof. Shikano**

All students who,

- successfully participated in the methodology or the statistics exam as one of the best 10%,
- write or have written their final thesis (BA or MA) with Prof. Shikano as their supervisor,
- work or have worked as student or teaching assistant as his chair,

are able to ask Prof. Shikano for a supporting letter of recommendation or an expert opinion for applications concerning internships, further degrees, scholarships or studies abroa, and so on.

Please submit all necessary documents (see below) before you attend Prof. Shikano's office hours. All documents must be submitted in paper to Karin Becker (room D305, post box 85).

In order to receive a letter of recommendation or an expert opinion, you must have submitted all documents at the latest 4 weeks before the deadline.

List of required documents:

- CV and full contact details
- BA degree if available, final school certificate
- A recent grade printout
- Detailed description of the position, degree, scholarship etc. you are applying for.
- Templates or questionnaires if necessary for the application (please send them to [office.cdm@uni-konstanz.de](mailto:office.cdm@uni-konstanz.de))
- Detailed information about how and where the letter / the expert opinion is to be submitted.
- Deadline