



How to Write a Motivation Letter for DAAD Scholarship

Undergraduate and graduate students who wish to apply for a DAAD scholarship to study in Germany are required to submit a motivation letter explaining, among other things, their academic background, and their reasons for applying. The following guidelines will help you get started on your letter. NOTE: These guidelines are based on information found on the official DAAD Website and other online resources.

Before You Begin

- **Start early:** many of the questions in this guideline will require preliminary research to provide the necessary information. In addition, writing a motivation letter takes time and will most likely need several revisions before it is complete.
- **Check all other requirements** for your specific DAAD or program application – the motivation letter is just one of several documents you will have to submit.
- **Plan your letter carefully:** Using the guidelines provided in this handout, make notes for each of the key sections.

Additional Information:

- For more information on DAAD and the scholarships they offer [Click Here.](#)
- For more information on DAAD scholarship applications, [Click Here.](#)
- To contact a Local DAAD Representative, [Click Here.](#)

Guidelines for Undergraduate and Short Program Applications:

Format Note: Although these content guidelines are organized and formatted as numbered sections with bullet-points, your letter should be formatted as an essay.

1. The Introduction (NOTE: [Official DAAD Guidelines](#) do not include this section, but instead begin with Section 2 – consider it *optional*).

- The introduction could be a single statement of your objective, i.e. *I am applying for a DAAD scholarship to attend...*
- The introduction could contain a brief statement of your academic or professional goals followed by a statement of your objective, i.e. *I am applying for...*

2. Overview of your Education, Skills, and Knowledge

- Your current study program, year of study and semester; your degree (if you have completed one)
- Academic knowledge and skills; language skills; Prizes and awards (if applicable)
- Do you have any professional experience? Internships? Part-time jobs? How has this contributed to your personal development?

3. Academic Motivation

- Why do you wish to take the study program or attend the language or specialist course for which you are applying?
- The university at which you want to study and what appeals to you about the university you have chosen?
- What are your expectations of studying in Germany or attending the course (personal, professional, for your career)?

4. Reasons for Applying for a Scholarship

- Why are you applying for a DAAD scholarship?
- What do you expect of this scholarship?
- How will the scholarship help you achieve your academic, professional, and personal goals?

5. Personal Interests (NOTE: The official guidelines place this section at the end of the letter. Another option might be to place it between sections 2 and 3 – but again, this is optional).

- Here you can give an indication about who you are as a person. outline special extracurricular achievements and commitments or personal qualities that say something about your character.

Target Length: 1 to 3 A4-size pages, single-spaced.



How to Write a Motivation Letter for DAAD Scholarship

For Post-Graduate Degree Program Applications (MA; PhD)

1. The Introduction

- The introduction could be a single statement of your objective, i.e. *I am applying for a DAAD scholarship to attend...*
- The introduction could contain a brief statement of your academic or professional goals followed by a statement of your objective, i.e. *I am applying for...*

2. Your Professional Goals

- In which sector would you like to work after obtaining your post-graduate degree?
- In which way do you intend to contribute to the social, political or technical development of your home country once you are in a respective position? (You may refer to knowledge from books and newspapers as well as to your professional or personal experience. Some facts and figures are highly welcome.)
NOTE: This information could also be used in your introduction as a way of leading up to your statement of intent.

3. Motivation

- Why are you applying for your chosen post-graduate program?
- Which of the courses offered in this program are particularly beneficial in pursuing your professional goals? NOTE: This will require some preliminary research to learn the specifics of the program.

4. Qualifications

NOTE: When explaining your qualifications, emphasize your strong points, but be realistic – do not exaggerate your accomplishments.

- Why do you think you are a suitable candidate for this program?
- What knowledge and skills gathered in your previous education will be useful?

- Do you have any professional experience? Explain it in terms of its relevance to your objectives.
- Are you a member of any academic or professional organizations? (Students association, NGO, political party, volunteer service ... If so, provide evidence of your membership / your social involvement.)
- How do you estimate your own personality? Do you think you are a good leader? Are you somebody who can make a difference? What makes you think so?

5. Reasons for Wanting to Study in Germany

- What do you know about the German university system and the specifics of studying in Germany?
- In what ways do you expect it to be different from studying at your home university? (Try to gather more information and talk to people who studied at a German university.)
- Is there anything in Germany (society, political system, economy...) which you think could serve as a model for your own country?
- For technical subjects: Is there any technology developed in Germany which you would like to apply in your own country? Which ones specifically? Why?
- Are there any German organizations, institutions or companies you would like to visit or learn more about? Why?

Target Length: 2 A4-size pages, single spaced.

To Get Help with Your Letter

- Make an appointment with a WCP Tutor: [Click Here.](#)
- For more information on how to write Motivation Letters or Statements of Purpose, [Click Here.](#)