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**Information for References (for scholarships, foreign exchanges, MA applications …)**

I am happy to supply references needed for scholarships, foreign exchanges or graduate degree applications. In order for me to do so, you will have to have attended at least one of my seminars and submitted a piece of assessed work. Please send me an up-to-date CV as well as a document entailing the following information **at least 4 weeks in advance of your deadline**:

* which institution/program/scholarship are you applying to/for
* submission date & address
* which one of my seminars did you attend and what coursework did you submit; were there additional ways in which you contributed to the seminar (tasks?)
* since when have you been enrolled; what course are you enrolled in and what subjects do you focus on/are you interested in; when and on which topic will you submit your graduate thesis (if applicable)?
* reason for your application
* what other qualifications and engagement might strengthen the application?

Please note that this information should be submitted in the language required for the reference.