If you would like to apply for a stay abroad it is usually necessary to write a motivation letter. In the following we will take a look at what a good motivation letter looks like.

**Purpose**
The motivation letter is a short presentation about the applicant which demonstrates his or her motivation for a stay abroad and arouses the interest of the scholarship donor. It is a very important part of the application because, unlike a CV or recommendation letter, it is written by the applicants themselves, and allows a better overall assessment of their character. Therefore it should be written very accurately.

**Scope and Style**
The motivation letter should be short and concise, yet rich in substance. It should comprise approximately two to three pages. It is essential to deliver compact information in every passage which supports a positive decision.

**Language**
Usually the motivation letter is written in German. The motivation letter should, of course, be stylistic and grammatically correct and should be proof-read several times to ensure there are no mistakes. The motivation letter can be seen as the business card of the applicant and should therefore be flawless.

**Content**
Let us turn to the actual content of the motivation letter. As mentioned above, the motivation letter is an essential part of the application, and so the formulation and choice of information has to be deliberated. Consider the following points, which should be included in a concise manner:

- What are the details about you as a person?
- What is your motivation for a stay abroad, and why would you like to visit the chosen country and university?
- What are your qualifications and skills regarding your stay abroad?
- How did you prepare yourself for your stay abroad?
- How are your language skills?
- Potentially include a description about your study process as a graphic
- Will your achievements be recognized?