

Letter of Intent

Includes:

- **Header:** The candidate's name, address, phone number, and email address; the name and contact information should be clearly visible (bolded, with a larger font size).
- **First Paragraph:** Explain the purpose of the letter; specify the application for a particular master's program within a specific faculty, indicating whether it is with or without a tuition fee. This paragraph must be clear and concise.
- **Body of the Letter of Intent:** Specify the candidate's status (e.g., a 2026 graduate or a graduate from several years ago). Connect the master's program to your professional goals. It is of great importance to mention the experience and knowledge you have accumulated.
- **Final Paragraph or Conclusion:** State your desire to be accepted into the master's program, noting that it offers the opportunity to gain new knowledge and improve your career prospects. If possible, provide concrete details on how this program will support your professional development and highlight the social impact you expect to achieve with this qualification (this is especially useful when applying for a master's scholarship abroad).
- **Closing:** The Letter of Intent ends with the candidate's signature. (e.g. "Sincerely, [Name]").

Essential characteristics for a Master's Letter of Intent:

- The Letter of Intent must be typed and, it is recommended, fit on one A4 page.
- The letter must be concise, coherent, and consist of a maximum of 4-5 clearly defined paragraphs.
- The letter must be written in English and be free of spelling and grammatical errors.
- The letter must contain information presented in a logical and natural order.