



GUIDELINES FOR LETTERS OF INVITATION

Viadrina International Program – for Graduates (VIP)

Ladies and gentlemen,

Applicants who wish to apply within the *Viadrina International Program – for Graduates (VIP)* for a research stay abroad or a research/contact stay at the Viadrina, need to submit a letter of invitation of the host institution with their application documents.

For the selection of the fellows for the *Viadrina International Program – for Graduates (VIP)*, the compulsory letter of invitation plays an important role.

To provide you with formal requirements and aspects concerning the content of the letter of invitation, please find below respective information.

Please note the following **formal requirements**:

- Language: German or English
- Length: max. 2 pages
- Place and date
- Re.: Letter of invitation for Ms./Mr. [name of the applicant] for application within the *Viadrina International Program for Graduates (VIP)*
- Position and full contact details of the sender must be given
- Full contact details of the inviting chair
- Signature of the sender

Please include the following **aspects** in the letter of invitation:

- Name of the applicant
- Description of the applicant's research topic
- Period of the intended research/contact stay
- Purpose of stay
- Possible support for the applicant during his/her research/contact stay (e.g. research project, participation in colloquium, networking, provision of a working place etc.)