



## Guidelines for Reference Letters

Prof. Dr. Mathias Hoffmann

If you would like to get a reference letter, the following prerequisites need to be fulfilled.

### **Requirement for reference letters for Masters or PhD programs:**

Student needs to have written (or be registered to write) their BA thesis (for Masters references) or their MA thesis (for PhD references) under the supervision of Prof. Hoffmann.

### **Requirement for reference letters for exchange programs:**

Student needs to have successfully completed one advanced lecture with Prof. Hoffmann at the respective level (BA: International Macro Policy, MA: International Macro + possibly one more seminar). Exceptions are possible in the case of extremely good marks in Macro I (BA) or International Macro (MA).

All applications for references should be sent to Cornelia Metzler ([cornelia.metzler@econ.uzh.ch](mailto:cornelia.metzler@econ.uzh.ch)) and must be obtained at least four weeks prior to any submission deadlines. Applications must be accompanied by

- a letter of motivation detailing exactly to which programs you are applying (and why) and indicating exact e-mail and postal addresses where the references should be sent,
- a current CV,
- an up to date transcript of grades.