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REFEFERENCE LETTER POLICY

Dear Student or Dear former Student:

If you received this note then this means that I would be happy to provide you with a letter of reference. However, I must ask you to please follow the procedure outlined here to make it a bit more manageable for me to write as many letters as I am often ask to complete. Also, please be sure you give me enough advance notice as I generally require a turn-around time of at least 2 weeks.

You should do the following:

- (1) Send me electronically a copy of your resume or CV and information about yourself. It should include all of the following that apply to your situation:
 - Send me a reminder of the classes (US/Pitt, Amizade/Bolivia, SUC/U.Salzburg/Erasmus) you took from me or activities you were involved in that I supervised (Student clubs, summer programs, study trips, field research etc.)
 - Remind me of the grades, years/terms of the courses you had with me.
 - Highlight all on and off-campus activities, initiatives work, etc. that would make you stand out (travel, unusually jobs, skills, language ability, etc.).
 - Please tell me your reasons for the application and what you hope to be doing there.
 - Tell me your careers/study goals and further interests.

- (2) Provide me electronically with the exact information concerning the reference recipient:
 - Mailing/Electronic Address
 - Recipient (Graduate Admissions Committee, Internship Supervisor, Employer etc.)
 - Purpose of reference (Study abroad, graduate school, job, internship, generic reference etc.)
 - Dates and deadlines (by when the reference has to arrive there).

(3) Be sure to check all the following:

- FOR U.S. APPLICATIONS: Note that that many US programs require you to sign forms BEFORE handing them to the reference giver: Note that it is a good idea to sign the waiver (meaning that you waive the right to see the reference which gives it more credence. You can trust me that I will only provide supportive references and would otherwise decline to write anything at all, if I did not consider a student worth supporting).
- FOR ELECTRONIC REFERENCES TO PROGRAMS: Electronically uploaded references, normally require you to register me as reference giver, which in turn will generate an email to me providing me with an access code that allows me to complete the on-line reference.
- Note that any letter going back to you will be signed and sealed – I will use office stationary (if you send me stamps do not affix them). I usually send along an open copy of the reference for your information.

(4) Pick/Mailing up arrangements: Please inform me whether you want me to :

- send the letter directly to the place of application
- send the letter to you (no need to provide stamps because I will put it into office stationary).
- pick up the letter from the Department Office (from my Secretary, Ms. Schütz)
- send reference sent electronically via email?
- upload reference electronically to a site? (you have to arrange for me to receive the coordinates, web address, access codes so that I may upload information).

(5) DON'Ts

- Please do not make me investigate places you want to apply by sending me just a link to a website.
- Please be specific about yourself and give me detailed information relevant for this application – do not assume I can remember all manners of detail about specific encounters and events when teaching several hundred students every year.
- If you are applying to a series of places over the course of a semester or year, it is YOUR task to remind me in time to write the right reference at the appropriate moment. I have a very busy schedule and cannot keep track also of other people's deadlines.
- Make the reference process reasonable in the sense that I probably won't be able to send out 10-15 individualized letters to 10-15 different places.

NOTE: REFERENCE LETTERS ARE INVRIABLY IN ENGLISH – IF YOU WANT A GERMAN LETTER THEN PLEASE SPECIFY: