**Almaty, (date)**

**Dear Commission,**

**PARAGRAPH 1**: Present yourself briefly (e.g. what do you study), and inform about the University(s) of your choice (1-2 sentences).

**PARAGRAPH 2**: Present your greatest professional/educational/private accomplishments. Describe your: interests, initiatives undertaken, projects realized or participated in, etc.

**PARAGRAPH 3:** Describe your motivation. Why do want to participate in a specific exchange/double degree/Erasmus+ programme? Why are you interested in studying at chosen University/ in definite country?

**PARAGRAPH 4:** Describe expected potential outcomes and benefits from your participation in exchange/double degree/Erasmus+ programme in regard to your further professional and/or personal development.

**PARAGRAPH 4:** Brief summary (1-2 sentences)

**Yours sincerely,**

(your signature)

**REMEMBER: The most important is to justify adequately your MOTIVATION!!!**

**You need to convince the Commission that you are the most suitable student to participate in a specific exchange/double degree/Erasmus+ programme.**

Volume: max. 1 page

Font: 11 or 12, Times New Roman, justified (both right and left side)

Before writing your motivation letter answer following questions:

* Why do I want to study abroad?
* Why have I selected XXX University?
* What do I want to achieve by participating in exchange/double degree/Erasmus+ programme?
* What do I expect from myself? What are my personal and academic expectations?
* How can I prepare myself better for participation in exchange/double degree/Erasmus+ programme?
* What should I focus on while being an exchange/double degree/Erasmus+ student?
* Am I prepared to be away from family and friends for an extended period of time?
* Can I and how will I deal with changes?
* Am I financially prepared/capable to cover all spending related to studying abroad? Will my parents support me financially?
* What would I like to learn during participation in exchange/double degree/Erasmus+ programme?
* How participation in exchange/double degree/Erasmus+ program will influence my self-development?
* Can I develop further my skills by participating in exchange/double degree/Erasmus+ programme? How?