

**Request for a recommendation letter for Visa extension**

To: Ernst-Abbe-University of Applied Sciences Jena

Dear Sir,  
herewith I apply for a recommendation letter for Visa extension.

My name: .....  
Surname / Family name(s) First / given name(s) Matriculation-No.

Current postal address:  
.....  
PLZ City Street No.

My Visa expires on: .....

I already have an appointment at Ausländerbehörde: ... NO ... YES, on .....  
Date

City of Ausländerbehörde: .....

Within Master's course SI I have got credits as follows:  
1<sup>st</sup> Semester (30): ..... 2<sup>nd</sup> Semester (30): ..... 3<sup>rd</sup> Semester: ..... Total: .....  
... For reference I enclose my marksheet.

Till now I haven't cleared the following subjects/modules:

subject / module	reason, why not finished	I plan to finish by:

At the moment I'm busy with:

.....  
.....  
(lectures / applying for Internship, for Master's thesis / working on Internship, on Master's thesis / other)

I have started the course SI in year ..... I am now in ..... th semester.  
[Regular duration of the Mastser's course Scientific Instrumentation in total is 4 semesters.]  
[Regular duration of Research internship is 18 weeks / 5 months (from WS 2018) = 1 semester.]  
[Regular duration of Master's thesis work is 18 weeks / 5 months (from WS 2018) = 1 semester.]  
I need additional ..... months to finish the Master's course SI.

I'm fine with a soft copy of the letter via E-Mail: ..... YES ..... NO, I will collect the original at office times.

.....  
Date Signature of student

To be submitted personally or to be sent via E-mail to: Dirk.Schlegel@eah-jena.de