
GUIDE TO WRITING YOUR MOTIVATIONAL LETTER

You should use this guide to help you write your motivational letter in connection with your application for admission to the bachelor's programmes at Roskilde University (RUC).

We cannot guarantee that you will be admitted if you follow this guide, but it is advisable to use it as inspiration when writing your motivational letter.

Please note that:

- the motivational letter must not exceed 1-1½ pages.
- you must write the motivational letter in English, if you apply for admission to the international bachelor's programmes, and in Danish, if you apply for admission to the bachelor's programmes taught in Danish.
- your motivational letter must be specifically written for the programme that you apply for admission to at RUC. If you apply for admission to more than one programme, you must write a motivational letter for each programme.

Your motivational letter should include the following elements:

1. Why did you decide to apply for admission to the bachelor's programme?
2. In what ways are your previous qualifications and experiences of relevance to the bachelor's programme?
3. What are your expectations for your course of study and for studying at the bachelor's programme/RUC, if you are offered admission?

1) Why did you decide to apply for admission to the bachelor's programme?

It is advisable to begin by thoroughly familiarizing yourself with the programme's field of study, programme structure and work method. You can do this by e.g.:

- Reading about the overall objectives and competency profiles of the bachelor's programme.
- Reading about the programme structure.
- Reading the individual course descriptions, which e.g. contain information on the composition of theory, methods and practical elements, and reason behind the structure and work methods. Course descriptions are available at study.ruc.dk
- Talk to the study guidance, and if possible, visit the RUC and attend the open house events.

Consider where you first came across information about the bachelor's programme, why it caught your attention and why it appeals to you:

- Which keywords do you notice when reading about the programme, and why?
- What is it about the programme that inspires you and sparks your curiosity?
- Why and in what way?
- Is there any aspects of the programme that seem particularly challenging or relevant to you?
- Are there any specific aspects of the programme that you already now know that you would like to focus on or explore further?

2) In what ways are your previous qualifications and experiences of relevance to the bachelor's programme?

Perhaps you have worked within the programme's academic field in different contexts. You may also find that something completely different qualifies you for the programme, such as work experience, stays abroad, a stay at a folk high school (in Danish *højskole*), hobbies and/or volunteer work.

- You should describe any activities that you find relevant for your interest in the academic field of the programme or that have given you specific competencies that you can draw on during your studies.

3) What are your expectations for your course of study and studying at the bachelor's programme/RUC, if you are offered admission?

You can include any aspects that you find relevant to help describe you as a student and a person, e.g. specific ambitions, your commitment or interest in other aspects of the bachelor's programme and RUC. Describe your expectations for the programme at both an academic and a personal level. Here are a few questions for inspiration:

- How do you imagine the day-to-day life at the programme, how will you participate in it, how can you contribute academically and personally?
- How are you going to collaborate with your fellow students, influence the study environment, the programme, RUC, etc.?
- What are your exact expectations for your course of study?