

## Writing the essay, personal statement or letter of intent

A letter stating reasons to be considered as a student in an institution of higher education for the exchange period is a short essay that seeks to answer specific questions from the receiving institution and it is reviewed by the selection committees of these universities.

Some of the elements that should appear in the essay include the following:

- a) Why the student wants to attend studies at our university.
- b) Academic, work and / or personal interests.
- c) Professional experience and its relevance to what the student wants to do during the exchange period.
- d) Specific objectives to be achieved during the mobility period.
- e) Benefits to be gained from the program as a whole in case the student application is accepted.
- f) Another relevant or distinctive information that may present the student as a good candidate for mobility, for example, that the interests and personal abilities correspond to the demands of the university of interest and its academic offerings.
- g) Anything else that distinguishes the applicant from other applicants with regards the academic program of interest.
- h) Any personal situation that may relevant to mention.

There is no single format for the essay, however this document should be brief, concise and easily should state clearly the reasons the student has to spend an academic period at our institution.

It is recommended not to use more than one page (printed sheet with an average of 250 words) and is also very important to check the spelling, the writing of the letter and similarly, use different synonyms or words to avoid repetition and little sense of richness of vocabulary or little verbal fluency.