**APPLICANT INFORMATION**

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| **NAME:**  |
| **APPLICATION NUMBER:**  |
| **E-MAIL:**  |
| **TELEPHONE:**  |
| **STUDY PROGRAMME APPLIED FOR:** |
| **EMPLOYER AND POSITION IN THE ORGANISATION:**  |

This letter shall be filled and returned by the applicants who are NOT applying with a Finnish Bachelor’s Degree from a University of Applied Sciences ([FIN] “AMK-tutkinto”).

You get the Applicant Number from the Opintopolku System after you have filled your application into the system first. Return this motivation letter via the electronic form (”E-lomake System”). You can find the link to the form in the admission information website of the programme.

**MOTIVATION LETTER**

The motivation letter consists of two assignments: the grade of the thesis from the previous higher education degree that grants eligibility and the motivation letter to be submitted in writing.

**Grade of the thesis:**

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| --- | --- |
| Your previous university degree |       |
| University that has awarded the degree |       |
| Year of graduation |       |
| Grading scale of the thesis (e.g. 1-5) |       |

|  |  |
| --- | --- |
| Name of the thesis | Grade |
|       |       |

**Motivation letter:**

First, present yourself, your previous studies and you professional experience shortly. Discuss your reasons and motivation for applying for your selected Master’s Degree Programme. Describe your past and present work duties. What have you accomplished and learned? Why are you applying for the Master’s Degree Programme, in particular, and what are your expectations? Describe your past academic performance and discuss your previous thesis process: How did you carry it out and what did it mean to you?

Discuss your work experience in relation to your previous studies and the continuum they create with the Master’s Degree Programme for which you are applying. Assess your practical resources related to studying: for example, how you plan to manage your time. How will your employer and work community support your studies and related tasks? What thoughts and ideas do you have about the development task?

**Motivation letter (the text must fit the allocated space (3 pages), pages 2–4)**