Student Visa Application – Covering letter

The covering letter to be submitted by an applicant should be in the following format :

First paragraph : Applicant's Name, Passport number, Name of course/ program to be attended in Germany, name of the Institute/university, duration of the course/program, Semester course fees (if none, that should also be mentioned)

Second paragraph : Details of financial sponsorship (person/ institute/ bank etc, as applicable)

Third paragraph: All past academic qualifications in the following tabular format:

Exam/ Degree, Institute, Board	Duration of the course, Month and year of final exam	Marks/ Percentage received

Fourth paragraph: All work experience, if any, in the following tabular format:

Duration (month, year)	Designation	Company

Fifth paragraph: Any extra information, preferably in bullet points, that may support the visa application

Notes:
- The covering letter should preferably be not longer than one A4 page.
- Unless requested, 'Extended Statement of Purpose' should not be submitted.
- Covering letter to be submitted in the First set of application material must be an original one with signature and date.

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