

## General instructions for supporting documents

**If you are requested** by the programme to provide specific supporting documents, the following can be used as a guide.

Please note that the programme might have their own instructions on the programme pages and that you are **not** required to submit **any** other supporting documents than those listed under "Specific Documents".

### Letter of motivation/Autobiographical statement

The letter of motivation is intended to explain the reasons you have chosen the specific programme at KTH, and what you hope to gain from it. Include a short autobiographical statement covering the development of your academic and professional pursuits, extra-curricular activities, the relevance of your academic, professional, and other related experience to your proposed study at KTH. A well-written letter of motivation will explain why you want to further your studies in your chosen programme, and how your interests and skills will contribute to your success in the programme, and to your future career. Your letter of motivation should not exceed 500 words (no more than one page), and must be written in English. KTH does not use standardized forms or templates for the letter of motivation, since the letter/s should be personal. If you are applying to multiple programmes that require a letter of motivation you should submit a letter addressed to each programme.

### Curriculum Vitae, C.V.

Your C.V. is intended to clearly and concisely outline your academic and professional history. The C.V. should provide information about your own academic background, work experience, computer literacy, and other facts that list important achievements and attributes, such as degrees, awards, special knowledge and skills, or publications. Your C.V. should also list the contact information of your references if required by the programme. Your C.V. must be written in English. KTH does not require a standardized template for CV's but there are many excellent guides to writing a C.V. available online.

### Letters of recommendation

Two letters of recommendation may be required to be submitted with your application. If possible, one letter should be from an academic referee who knows you well, and the other from a person who has known you in a professional environment. Please ask your referees to be specific and detailed in their explanation of why you would be a good choice for admission to the programme. The letters should include full contact details for the referee.

If the letters are in a language other than English, you must also provide an English translation.

\*If your referee would like to send your letter of recommendation in support of your application directly to **University Admissions in Sweden**, it must clearly state your full name and application number and be sent by regular post.

### **Thesis proposal**

Carefully formulate a brief preliminary thesis proposal. The purpose of this proposal is to provide you with an opportunity to express your interest in a specific topic in the context of the programme. This proposal is a part of the overall evaluation of your application but if you are admitted to a programme you will, however, have the opportunity to choose another thesis topic. Your statement should not exceed 500 words (no more than one page). The thesis proposal must be written in English.

### **Summary sheet**

The summary sheet is to be submitted either by filling out an online form on the programme page or by filling in a separate document that is to be uploaded with the rest of your supporting documents. If a summary sheet is required, it will be specified on the programme page. If you have any questions on how to fill out the summary sheet, please contact the programme directly.

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\* Please note that unless otherwise specified in the programme description, all required documents should be uploaded to your application.

*Any questions regarding the specific entry requirements and the above documents should be directed to the programme contact found on the programme pages.*