**GERMAN EMBASSY** **March 15, 2015**

**Beirut, Lebanon**

**From:**

**TO: HIS EXCELLENCY THE CONSUL**

**Subject: Application for long term Student Visa  Passport No.**

**Dear Sir/Madam;**

 I got my secondary education certificate in 2004, in the same year I have started studying at commercial institute and got my diploma certificate from commercial institute specialized in management in 2007. Then I started working as a night editor in a small 4 stares hotel with studying English language at private school in Damascus in 2008 I followed my dream and started studying economics in Damascus University in 2012 I got bachelors certificate specialized in accounting, in 2013 I have changed my job and started working in a Astra Food L.T.D in Saudi Arabia as marketing & sales accountant and I have achieved a lot knowledge and experience in management accounting.

Now it is the right time to complete my plan in developing myself more by studying master in Business Administration. I have planned for having a master degree when I was studying in the university but In Business Administration field the real experience is very important so my plan was to have at least two years of real experience in a big company and then I will complete my master degree so I can combine between academic learning and practical work that will give me strong knowledge in my field.

I believe that Germany is the perfect place for studying Business Administration because Germany has an advanced system in economics and got a strong business beside that the learning system in Germany is one of the best in the whole world because it combine between academic learning and practical learning this will give the student everything he needs to successful working life after graduating

I want to study at Duisburg-Essen University because the faculty of Business Administration and economics is considered one of the most important German institutes in Business Administration In 2013 Duisburg-Essen University is ranked number 69 in the World's top 100 universities under 50 years old: ranked by Times Higher Education

In my past studies I faced a lot of problems and too much difficulties but I didn’t give up I fight to success in my studies and I achieved my goals, I have learned from my mistakes and worked on my weaknesses and turn them to be part of my strength .

After finishing my study I will continue working on myself, I am planning to take some practical courses in economics and accounting the first one will be CMA ( certified Management accountant ) after that I will take Certified Chartered Economists beside working in a job that will let me to apply everything I have learned.

I would like to request you to consider my application and grant me the visa for which I shall be highly grateful.

**Yours Sincerely,**

**Name: Signature *… ……….…………………***