### Careers, Employability and Skills

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**Confirmation of Attendance (Study Placement)**

***Instructions for the Student:***

* This Confirmation of Attendance form must be completed to confirm the exact dates of your placement.
* Please retain the original document until the end of your placement, as it is vital for payment of your Turing Scheme or University grant.
* Please enter your name and the name of your host university in Section 1.
* At the beginning of your placement, please arrange for Section 2 to be completed/signed by your host university. Then please scan and return it, as soon as possible, to [goglobal@qub.ac.uk.](mailto:goglobal@qub.ac.uk.)
* At the end of your placement, please arrange for Section 3 to be completed/signed by your host university. Then please scan and return it, as soon as possible, to [goglobal@qub.ac.uk.](mailto:goglobal@qub.ac.uk.)

# Section 1: Student Details

## Student Name: Subject to be studied: Name of host university: Have you physically relocated to your host country?

Yes, I am living in my host country [ ] No, I am not living in my host country and I am studying remotely [ ]

# Section 2: Confirmation of Arrival

*(To be completed by the host university as soon as possible after arrival. The start/end dates entered on this form should be the require dates of attendance at the host university, including orientation and examinations if applicable. Travel dates should not be entered)*

## I confirm that the student named above started orientation/classes on:

Start Date: Physical or Remote (*in country*)

Orientation Start date (if applicable):

Orientation end date (if applicable):

Agreed End Date:

Official stamp

Name:

Position:

Signature:

**Section 3: Confirmation of Completion**

*(To be completed by the host university no earlier than 6 days before placement end date)*

## I confirm that the student named above completed finished classes/examinations on

## End Date:

Name:

Official stamp

## Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_