

Erasmus Study Placement Confirmation of Attendance

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 Erasmus 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 erasmus@qub.ac.uk.
- At the end of your placement, please arrange for Section 3 to be completed/signed by your host university. Then, as soon as possible, either scan and return it to erasmus@qub.ac.uk or send the original to Exchange and Study Abroad team; Careers, Employability and Skills; Queen's University Belfast; Belfast BT7 1NN; Northern Ireland; UK.

Section 1: Student Details

Student Name: _____

Subject to be studied: _____

Name of host University: _____

Section 2: Confirmation of Arrival

(To be completed by the host university as soon as possible after arrival. The start and end dates entered on this form should be the required 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:

Orientation start date (if applicable): _____

Orientation end date (if applicable): _____

Start of classes: _____

Agreed end date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Official stamp

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 finished classes/examinations on:

End date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Official stamp