 **CONFIRMATION OF STAY **

Upon your arrival at the host institution, have section 1 – ‘’CONFIRMATION OF ARRIVAL’’ signed and stamped by the host institution and return the form to Altınbaş University Erasmus Office by e-mail (erasmus@altinbas.edu.tr)

At the end of your study/work placement have Section 2 ‘’CONFIRMATION OF DEPARTURE’’ signed and stamped by the host institution and submit the form to the Altınbaş University Erasmus Office.

Name of Student: ……………………………………………………………………………………………………………………………..

Degree&Department:………………………………………………………………………………………………………………………..

Home Instution: ALTINBAS UNIVERSITY Erasmus Code: TR ISTANBU38

Host Institution: ………………………………………………… Erasmus Code: …………………………………………………..

 SECTION 1- CONFIRMATION OF ARRIVAL

I hereby confirm that the above student has started his/her study period at our institution on:

DATE(DD/MM/YY):………………………………………………… OFFICIAL STAMP OF HOST INSTITUTION

Name:…………………………………………………………………….

TITLE: ……………………………………………………………………

SIGNATURE:……………………………………………………………

DATE:…………………………………………………………………….

 Please return this document to:

 E-mail: erasmus@altinbas.edu.tr

 SECTION 2- CONFIRMATION OF DEPARTURE

I hereby confirm that the above student has completed his/her study period at our institution on:

DATE(dd/mm/yy):…………………………………………………. OFFICIAL STAMP OF HOST INSTITUTION

NAME:……………………………………………………………………

TITLE:……………………………………………………………………..

SIGNATURE:……………………………………………………………

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