**CONFIRMATION SHEET**

Please fill in on computer except for dates

Dear Colleague;

This is the certificate that confirms the Erasmus+ duration of the student mentioned below at your institution/company. Thank you so much for your collaboration.

**Kirklareli University**

**International Relations Office**

**STUDENT**

Family name : [………]

First name : [………]

Gender : [………]

Date & Place of Birth : [………]

**RECEIVING INSTITUTION / COMPANY**

Country : [………]

Name of Receiving Institution/Company : [………]

Faculty & Department : [………]

**CONFIRMATION OF ARRIVAL**

**This is to confirm that ……**[name of the student]**….. has arrived at ….**[name of the receiving institution/company]**….. on:**

|  |
| --- |
| */ /* |

*/ /*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(date) (signature and stamp of the institution/company)*

**CONFIRMATION OF DEPARTURE**

**This is to confirm that ……**[name of the student]**….. the student of Kirklareli University has attended the traineeship programme at ….**[name of the receiving institution/company]**….. and has departed on:**

|  |
| --- |
| */ /* |

*/ /*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(date) (signature and stamp of the institution/company)*