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Freie Universität Berlin
International Affairs – Student Exchange Office
ERASMUS Team Outgoings
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14195 Berlin
Germany
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Freie Universität



Berlin

ERASMUS+

Letter of Confirmation for student stay abroad

Academic Year:

To whom it may concern

Name of host institution:

ERASMUS-Code:
(of host institution)

I herewith confirm that Ms./Mr.

has studied as an ERASMUS Student at our institution

from¹: dd/mm/yy

till²: dd/mm/yy

Name of signatory: _____

Function: _____

Signature: _____

Place / Date: _____

Stamp

Please note that this confirmation should be filled in, duly signed, and returned (original document) immediately at the end of the study period abroad– but not earlier than two weeks before the end!

Please note: We are only able to process completely and correctly filled out documents that have reached our office within 30 days after the confirmed mobility end date.

¹ First day the student has been present at the host institution for academic purposes e. g. first course, welcome event, language training

² Last day the student has been present at the host institution for academic reasons e. g. last day of courses / exams