

**Please return to:**

Freie Universität Berlin  
International Affairs – Student Exchange Office  
PROMOS-Team  
Ilthisstr. 4, 14195 Berlin  
Germany

promos@campus.fu-berlin.de



**PROMOS**

**Letter of Confirmation for student stay abroad**

**Academic Year:**

**To whom it may concern**

**Name of host institution:**

**I herewith confirm that the student:**

**has studied at our institution**

**from<sup>1</sup>:**  dd/mm/yyyy

**until<sup>2</sup>:**  dd/mm/yyyy

**Name of signatory:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Stamp of host institution:**

**Please note that this confirmation should be filled in and duly signed and stamped immediately at the end of the study period abroad – but not earlier than 5 working days before the confirmed end date!**

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

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

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