###### Certificate of Stay

to be filled in by the host institution

|  |  |  |  |
| --- | --- | --- | --- |
| IT IS HEREBY CERTIFIED THAT | Mr/Ms/Title | Name of student | |
|  |  | |
| Name of the host institution | | |
|  | | |
| Exchange programme | | |
|  | | |
| **The above-mentioned student has arrived in our institution and started studies on (This date should include orientation, language courses and other similar activities)** | | |
|  | | |
|  | | | |
| SIGNATURE OF THE HOST INSTITUTION | Date | | |
|  | | |
| Place | |  |
|  | |
| Signature | |
|  | |
| Clarification of signature | |
|  | |
| Job title of the signatory | |
|  | | Stamp of the host institution |
|  |  | | |
| IT IS HEREBY CERTIFIED THAT | **The above-mentioned student has left our institution on (this date should include orientation, language courses, examinations and other similar activities)** | | |
|  | | |
|  | | | |
| SIGNATURE OF THE HOST INSTITUTION | Date | | |
|  | | |
| Place | |  |
|  | |
| Signature | |
|  | |
| Clarification of the signature | |
|  | |
| Job title of the signatory | |
|  | | Stamp of the host institution |

**Instructions for students:** Please return this form after your exchange period to International Services at your home campus. Your final exchange grant will be calculated based on the dates provided on this form.

**Instructions for host institutions:** Please mark the starting date shortly after our student’s arrival at your institution and the departure date shortly before the actual ending date of the exchange period and sign and stamp the form on both times. Student’s final total grant depends on the length of stay at your institution.