

Please return to:

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

Freie Universität



Berlin

PROMOS

Letter of Confirmation for student stay abroad

Academic Year:

To whom it may concern

Name of host institution:

Kategorie

(Direktaustausch, Studienaufenthalt, Rechercheaufenthalt)

I herewith confirm that the student Ms./Mr.

has studied as direct exchange student at our institution

from¹: dd/mm/yyyy

till²: 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.

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