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)*