

ATTESTATION DE PRESENCE / Attendance certificate

(Academic year)

The Receiving Institution (organisme d'accueil)

Name (host University)	Erasmus code (if applicable)
Country		

"We hereby confirm, that Ms / Mr ...

coming from the institution FCAEN01 will perform an Erasmus mobility in our institution :

from⁽¹⁾ (dd/mm/yyyy)..... to⁽²⁾ (dd/mm/yyyy)

The actual start and end dates of the study period will be included according to the following definitions :

- 1- The **start date** of the study period is the first day the student has been present at the receiving institution, (for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses).
- 2- The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Name and position of the authorised person at the host institution:

Name : _____ Function : _____

Responsible person's signature : _____ Date : _____

Stamp of the institution :

It is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted.

NB : Une fois rempli, signé et tamponné par votre université d'accueil, ce document doit être retourné AU PLUS VITE par mail à intl.erasmus.sortants@unicaen.fr (programme Erasmus+) ou à intl.interu.sortants@unicaen.fr (programme intruniversitaire). Attention, ce document est indispensable pour l'établissement de votre contrat de mobilité (qui **déclenche l'attribution de votre allocation financière).**

