Confirmation of Stay
Erasmus-SMS
Academic Year 2023/24

The Confirmation of Stay **Part I** must be completed and signed within two weeks of commencing study-related activities at the host university. The completed and signed document must then be scanned and sent to the University of Potsdam (D POTSDAM01): erasmus-outgoing@uni-potsdam.de.

The Confirmation of Stay **Part II** serves to certify the end of the student's stay; it should not be signed more than one week prior to the departure of the student. The completed and signed document must be scanned and sent to the University of Potsdam (D POTSDAM01): erasmus-outgoing@uni-potsdam.de.

Please note that other certificates issued by the host institution may be accepted if they contain the same information.

Name of student: (University of Potsdam |D POTSDAM01)	
Host institution: (Name and/or Erasmus-Code)	
Duration of Erasmus stay:	◯ 1 ◯ 2 ◯ 3 ◯ Semester ◯ Trimester

Part I: Start of study-related stay at host university	
Start of the mobility period*: (DD/MM/YYYY)	
Date of arrival at host institution: (DD/MM/YYYY)	
Name of Signatory:	
Place, Date	
Signature and Stamp	

Part II: End of study-related stay at host university	
End of the mobility period*: (DD/MM/YYYY)	
Date of departure: (DD/MM/YYYY)	
Name of Signatory:	
Place, Date	
Signature and Stamp	

*Please note: An Erasmus grant can be awarded for days on which study-related activities were carried out by the Erasmus student (welcome event, orientation days, instructional period, examinations, etc.).