

Letter of Confirmation for Student Stay Abroad Erasmus BIP (short term mobilities) Academic Year 2024/25

The Confirmation of Stay **Part I** must be completed and signed within two days of commencing study-related activities at the host university. The completed and signed document must then be scanned and uploaded to the BIP-Portal.

The Confirmation of Stay **Part II** serves to certify the end of the student's stay; it should not be signed more than two days prior to the departure of the student. The completed and signed document must be scanned and uploaded to the BIP-Portal.

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 virtual classes:	
Duration of face-to-face teaching:	

Part I: Start of study-related stay at host university	
Start of the physical 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 physical 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.).