

## Erasmus Work Placement Confirmation of Attendance

### Instructions for the Student:

- This Confirmation of Attendance form must be completed to confirm the exact dates of your placement.
- Please retain the original document until the end of your placement, as it is vital for payment of your Erasmus grant.
- Please enter your name and the name/address of your placement organisation/company in Section 1.
- At the beginning of your placement, please arrange for Section 2 to be completed/signed by your placement organisation/company. Then please scan and return it, as soon as possible, to erasmus@qub.ac.uk.
- At the end of your placement, please arrange for Section 3 to be completed/signed by your placement organisation/company. Then, as soon as possible, either scan and return it to erasmus@qub.ac.uk or send the original to Exchange and Study Abroad team; Careers, Employability and Skills; Queen's University Belfast; Belfast BT7 1NN; Northern Ireland; UK.

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### Section 1: Student Details

Student Name: \_\_\_\_\_

Organisation/Company Name: \_\_\_\_\_

Organisation/Company Address: \_\_\_\_\_

\_\_\_\_\_

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### Section 2: Confirmation of Arrival

*(To be completed by the host organisation/company as soon as possible after arrival)*

I confirm that the student named above started his/her placement at the above organisation on:

Start Date: \_\_\_\_\_

Agreed End Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official stamp

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### Section 3: Confirmation of Completion

*(To be completed by the host organisation/company no earlier than 6 days before placement end date)*

I confirm that the student named above completed his/her placement at the above organisation on:

End Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official stamp