**Erasmus+ Certificate of Attendance**

**To be scanned and emailed to** **ErasmusDocumentation@leeds.ac.uk**

|  |  |
| --- | --- |
| It is hereby certified that | *Student Name* |
| Has been an Erasmus student at | *Institution Name* |
| In the Department/Faculty of | *Department/Faculty Name* |
| From  | *DD/MM/YYYY* |
| To  | *DD/MM/YYYY* |

**Please check one option:**

[ ]  The above-named student was present in-country studying **online or in-person** with our institution.

[ ]  The above-named student was studying with our institutionbut we cannot confirm that they were present in-country.

*Notes for the student: if your host university cannot confirm your arrival and departure date from your host country, or cannot confirm that you were present in-country, please provide us with proof such as boarding passes to and from your host country or a copy of your accommodation contract.*

**Transcripts for this student will be:**

[ ]  Sent to the student directly

[ ]  Sent to the University of Leeds

[ ]  Other (please give further information)

Host University stamp

**Signed:**

**Date:** DD/MM/YYYY

**Name of the signatory:** Click to enter your name

**Role of the signatory:** Click to enter your role

* **Deadline for Return:** 31st July (For Full Year and Semester Two students).
* It is the student’s responsibility to have this form completed and returned to the Leeds Study Abroad Office.
* The second Erasmus grant payment will be made on receipt of this document, and all other required documents. For more information please see [students.leeds.ac.uk/erasmusgrant](https://students.leeds.ac.uk/erasmusgrant).