**DURATION SHEET**

Please fill in on computer except for dates

Dear Colleague;

This form is used to record the duration of the study of following student, while he/she is an Erasmus Student at your institution. Thank you very much for your collaboration.

Lecturer Oya ÖNALAN

Erasmus+ Institutional Coordinator

 Karabük University

**CONFIRMATION OF ARRIVAL**

|  |
| --- |
|  |

**This is to confirm that Mr/Mrs**

|  |
| --- |
|  |

**has arrived at,**

 *(name of receiving institution)*

**on:**

|  |
| --- |
|  */ /* |

|  |
| --- |
|  */ /*  |

*(date) (signature and stamp of the institution)*

**CONFIRMATION OF DEPARTURE**

*(to be filled at departure)*

|  |
| --- |
|  |

**This is to confirm that Mr/Mrs**

**student of KARABÜK UNIVERSITY**

**was following a course of studies at**

|  |
| --- |
|  |

*(name of receiving institution)*

|  |
| --- |
|  / / |

**and****has left on:**

|  |
| --- |
|  / / |

*(date) (signature and stamp of the institution)*

To be returned to INTERNATIONAL RELATIONS OFFICE – Karabük University –

*100.Yıl Balıklar kayası Mevkii 78050/Karabük TURKEY*).

The attendance certificate can also be e-mailed or faxed directly by the Host Institution

(fax n. *+90 370 4188049*, e-mail address erasmus@karabuk.edu.tr).