

London Metropolitan University Exchange Programme

Certification of Arrival/Departure at Host University

Attention Exchange Coordinator/International Officer/Head of Department:

Please sign and stamp this form to confirm that the following student has completed all enrolment procedures as an exchange student. Please fax the form to: 00 44 20 7133 3913. Once the student has completed their study period please sign the second part and return via fax and return the ORIGINAL to the student. Thank you.

Part 1: *To be faxed upon arrival to 00 44 20 7133 3913*

Name of student:

Host institution:

Date of arrival/enrolment:

Official stamp of university:

Signature: _____

Name (printed)

Position:

Date:

Part 2: *Send by fax and mail to the International Programmes Office upon completion of the semester at host university.*

**Date of departure
Official stamp of university:**

Signature: _____

Name (printed)

Position:

Date:

**Total number of months: (5 or 10)
Exams/Coursework:**

Exams Taken

Coursework Completed

Instructions for students:

Once you have safely arrived at your host university, please complete Part 1 (Certificate of Arrival) by obtaining a signature & stamp from your host university and fax to + 44 20 7133 3913. We recommend that you keep the form in a safe place until the completion of your studies, when you are required to obtain a signature & stamp for Part 2 of the form (Certificate of Departure). It is your responsibility! Return the completed form to: International Programmes Office, 166-220 Holloway Road, Stapleton House, SHG-33, London N7 8DB, UK