ATTENDANCE CERTIFICATE

Name of student: ________________________________________________________________

Sending institution: UNIVERSITY OF SIENA, INTERNATIONAL OFFICE (Via S. Vigilio, 6 – I-53100 Siena, outgoing@unisi.it)

Receiving institution: ___________________________________________________________

Tel. _______________ E-mail: _____________________________________________________

Part 1
CERTIFICATE OF ARRIVAL

Date of arrival: _______________________________________________________________

Name and title: ________________________________________________________________

Signature: _______________________________ Stamp: ________________________________

Part 2
CERTIFICATE OF DEPARTURE

Date of arrival: _______________________________________________________________

Name and title: ________________________________________________________________

Signature: _______________________________ Stamp: ________________________________

PLEASE NOTE:
The receiving university must fill Part 1 at the beginning of the mobility. The document must then be sent by e-mail to outgoing@unisi.it. The grant payment procedure will start after the document delivery.
The receiving university must fill Part 2 at the end of student’s mobility.
The student must send the document to outgoing@unisi.it within 10 days after the end of mobility.