



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.