Leuphana Universität Lüneburg

International Office

Universitätsallee 1

D-21335 Lüneburg

E-Mail: outgoing@leuphana.de

Student Exchange: Academic Year

|  |  |
| --- | --- |
| Home University: | Leuphana Universität Lüneburg |
| Name of the student: |       |
| Host University: |       |

**CONFIRMATION of Arrival and Registration**

We confirm that the above named student

|  |
| --- |
| dd / mm / yy |
| has been registered at our institution | from   /  /   to   /  /   |
| Attendance Orientation Program: | from   /  /   to   /  /   |
| Attendance Language Course: | from   /  /   to   /  /   |
| Responsible Person at the Host University: |       |
| Date: |       |
| Signature and Institutional Stamp |  |

Please send to: outgoing@leuphana.de

**CONFIRMATION of Departure**

Please do not issue this confirmation until 3 days before departure.

We confirm that the above named student

|  |
| --- |
| dd / mm / yy |
| will finish his/her study period on: |   /  /   |
| The academic transcript of records | [ ]  is enclosed[ ]  will be sent directly to the International Office of Leuphana Universität Lüneburg within 5 weeks |
| Responsible Person at the Host University: |       |
| Date: |       |
| Signature and Institutional Stamp |  |

Please send this form by e-mail to outgoing@leuphana.de
or hand it over to our student