

**Letter of confirmation for a student stay abroad (SMP)  
To be completed by the host institution:**

It is hereby certified that

Mr./Ms. \_\_\_\_\_

home university: Albstadt-Sigmaringen University

1.  
has started to work for an internship / traineeship in our institution.

Date: \_\_\_\_\_ (day, month, year)

\_\_\_\_\_ Name of host institution

\_\_\_\_\_ Name of signatory

\_\_\_\_\_ Function

\_\_\_\_\_ Date

\_\_\_\_\_ Stamp and Signature

(Please send this form via fax (+49) 7571-7329-129 or e-mail to [bast@hs-albsig.de](mailto:bast@hs-albsig.de) at the beginning of the stay)

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2.  
has finished the internship in our institution

from \_\_\_\_\_ (day, month, year)

to \_\_\_\_\_ (day, month, year)

\_\_\_\_\_ Name of host institution

\_\_\_\_\_ Name of signatory

\_\_\_\_\_ Function

\_\_\_\_\_ Date

\_\_\_\_\_ Stamp and Signature

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| <p>The original document must be handed in by the student to the International Office,<br/>Dr. Conny Bast after the end of the internship/traineeship.<br/>This letter of confirmation is usually complemented by a certified reference of traineeship /<br/>internship from the host institution.</p> |
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