ERASMUS+ - Placement

Project 2025

**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

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(Please send this form via 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)

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A scan of this document must be handed in to the International Office, Dr. Conny Bast ([bast@hs-albsig.de](mailto:bast@hs-albsig.de)), after the end of the internship/traineeship.   
This letter of confirmation is usually complemented by a certified reference of traineeship / internship from the host institution.