

London Metropolitan University

Exchange Programme

Certificate of Arrival and Departure

Attention Exchange Coordinator / International Officer:

Please sign and stamp this form to confirm that the following student has completed all enrolment procedures as an exchange student. Please scan & email the form to studyabroad@londonmet.ac.uk

Once the student has completed their study period please sign the second part and send via email and return the original to the student. Thank you.

Part 1: *Scan & email on arrival to studyabroad@londonmet.ac.uk*

Name of student:

Host institution:

Date of enrolment:

**Official stamp of
university:**

Signature:

Name (printed)

Position:

Date:

Part 2: *Send by email to studyabroad@londonmet.ac.uk upon completion of the semester at host university*

Date of departure:

**Official stamp of
university:**

Signature:

Name (printed)

Position:

Date: