

## London Metropolitan University Exchange Programme

### Certification of Arrival/Departure at Host University

**Attention Exchange Coordinator/International Officer/Head of Department:**

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](mailto:studyabroad@londonmet.ac.uk). Once the student has completed their study period please sign the second part and return via email and return the ORIGINAL to the student. Thank you.

**Part 1:** *Scan & email on arrival to [studyabroad@londonmet.ac.uk](mailto:studyabroad@londonmet.ac.uk)*

**Name of student:**

**Host institution:**

**Date of arrival/enrolment:**

**Official stamp of university:**

**Signature:** \_\_\_\_\_

**Name (printed)**

**Position:**

**Date:**

**Part 2:** *Send by email to the International Programmes Office upon completion of the semester at host university.*

**Date of departure  
Official stamp of  
university:**

**Signature:** \_\_\_\_\_

**Name (printed)**

**Position:**

**Date:**

**Total number of  
months: (5 or 10)  
Exams/Coursework:**

**Exams Taken**

**Coursework Completed**

**Instructions for students:**

Once you have safely arrived at your host university, please complete Part 1 (Certificate of Arrival) by obtaining a signature & stamp from the host university & email to [studyabroad@londonmet.ac.uk](mailto:studyabroad@londonmet.ac.uk). We recommend that you keep the form in a safe place until the completion of your studies, when you are required to obtain a signature & stamp for Part 2 of the form (Certificate of Departure). It is your responsibility! Return the completed form to: International Programmes Office, 166-220 Holloway Road, London N7 8DB, UK