**ERASMUS+ 20…-20…**
**Attendance Certificate –Staff mobility for teaching /training**

This MANDATORY document has to be filled and signed by a representative of the Host Institution / Organisation and to be handed maximum two weeks after the staff’s return in [*name of the home institution*].

I, the undersigned

Title

from [*name of host institution/organisation*] hereby confirm that **Mrs/Mr…………………………….** from [*name of home institution*]

 [ ]  attended a training, in the frame of an Erasmus+ Staff Training mission

 [ ]  taught, in the frame of an Erasmus+ Staff Teaching mission

from (date of arrival : day/month/year)

till (date of departure : day/month/year)

SIGNATURES

|  |  |
| --- | --- |
| Participant | Host organisation |
| **[forename, name]**, | **[forename, name]**, **[Function]** |
| Signature | Signature and stamp |