

## CONFIRMATION OF ATTENDANCE

The present document shall be completed by a person in charge at the International Office of a Host Institution.

Academic year _____/_____	<ul style="list-style-type: none"> <li>• FALL/WINTER TERM</li> <li>• FULL ACADEMIC YEAR</li> <li>• SPRING/SUMMER TERM</li> </ul>
Student's name	

is registered as an exchange student at \_\_\_\_\_  
(name of host institution)

**PART A:**

*The student has to send it to the Graduate School of Business' International Office by e-mail [outgoing.gsb@hse.ru](mailto:outgoing.gsb@hse.ru) within 10 working days from the arrival date.*

DATE OF ARRIVAL (dd/mm/yyyy) \_\_\_\_\_

Name of the person in charge: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Stamp**

**PART B:**

*The student has to send it to the Graduate School of Business' International Office by e-mail [outgoing.gsb@hse.ru](mailto:outgoing.gsb@hse.ru) within 5 working days after returning to HSE University.*

DATE OF DEPARTURE (dd/mm/yyyy) \_\_\_\_\_

Name of the person in charge: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Stamp**