

IRO Announcement nr 27/16/SMS/2016/2017

Letter of Confirmation

We would like to kindly remind you that, on completing Erasmus mobility, as described in the individual financial agreement, every student is obliged to submit a document stating their study period - a **Letter of Confirmation**- to the International Relations Office.

The document must not be issued earlier than 7 calendar days before the mobility end date. You can find the form at:

http://bwz.uw.edu.pl/wp-content/uploads/2016/06/LetterofConfirmation2016_17-1.doc

According to the regulations of the Erasmus+ Programme, **no scholarship for additional days** of mobility may be granted **after the end of the mobility**. Therefore, it is mandatory to check whether your study period in the Letter of Confirmation, signed by the host university, is the same as your study period in the financial agreement. In order to verify it you need to:

1. log into your USOSweb profile (*student exchange*> *mobilities*> *view*) see "*Particulars*" of the mobility, under "*General information*";
2. check the mobility start and end date in your financial agreement (see "*Particulars*" of the mobility, under "*General information*").

Please note: you will need to send a scan of your Letter of Confirmation to the IRO **BEFORE THE END OF YOUR STUDY PERIOD** in the following two cases:

1. if the mobility start or end date in your Letter of Confirmation is different from the date in your financial agreement, **causing your mobility period to be extended**;
2. if your mobility period is **longer than 5 months** (this applies to one semester stays only) and/or your study period in the grant agreement included **days with zero grant**.

In the two cases described above, send a scan of your Letter of Confirmation to: ewa.makal@adm.uw.edu.pl.

On the basis of the scan of the Letter of Confirmation, IRO will issue an annex to the agreement stating the grant amount due for the whole mobility period (not exceeding 10 months).

The grant for the additional days will be paid out together with the outstanding amount of the Erasmus grant, (one instalment) as soon as you meet all the requirements stated in the financial agreement.

Warsaw, 16.12.2016

Sylwia Salamon
Erasmus Institutional Coordinator