

Academic year .....

**Letter of confirmation for staff**  
To be completed by the host institution:

It is hereby certified that

Mrs.     Mr.    .....

Home University:                      Katholische Hochschule Mainz (D Mainz05)

taught ..... hours/week  
 completed a training

from (dd/mm/yyyy):                      .....

to (dd/mm/yyyy):                         .....

Host institution  
(if applicable incl.  
Erasmus+ code):                         .....

Name of signatory:                       .....

Function:                                     .....

Date:    .....

Stamp and Signature:  
.....

Please note that this certification should be filled in at the end of the stay!