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**NOMINATION LETTER**

I hereby confirm the nomination of the following student who is going to be an exchange student at your institution for the academic year 20..-20..

I would kindly like to ask you to send directly to the nominated student all necessary Information regarding application, registration, accommodation, language requirements, list of study courses/required skills for study, and anything else that could be helpful.

If you have any questions do not hesitate to contact me.

Yours sincerely,

**Departmental coordinator  
Signature/Date**

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| --- | --- | --- |
| **Information of the student** | | |
| **Title** | : | Mr. / Ms. |
| **First name(s)** | : |  |
| **Last name(s)** | : |  |
| **Gender** | : |  |
| **Adress** | : |  |
| **E-mail** | : |  |
| **Country** | : |  |
| **University** | : |  |
| **Period of stay** | : |  |
| **Study field** | : |  |
| **Mobility type** | : | Study |

**Contact person for the selected mobility program**

**Name-Surname:**

**E-mail:**

**Telephone number:**