SUGGESTED TEMPLATES FOR CREATING YOUR OWN LETTERHEADS

Page 1- ACCEPTANCE LETTER KA103

Page 2. ACCEPTANCE LETTER KA107

Page 3. ARRIVAL CONFIRMATION LETTER

Page 4. CONFIRMATION FOR VISA LETTER

**SUGGESTED TEMPLATE FOR AN ACCEPTANCE LETTER KA103**

p.

h2=. LETTER OF ACCEPTANCE

p((. Subject.- ERASMUS+ KA103 SMS EXCHANGES

p>. *YOUR CITY*, %date-dayMonthYear%

p((. Dear  %applicant-Name(uppercase)%

p((. It is my pleasure to confirm that you have been accepted as an exchange student under the frame of the ERASMUS+ exchanges program to study at the %institution-name% in %institution-location% (%institution-country%), during the next academic year, from the %intake-commenceDate% to the %intake-completionDate%.

p((. At your arrival, it is suggested to contact me, COORDINATOR’S NAME for registration, as well as to configure your definitive Learning Agreement.

p((. TUTOR.- Please, contact your Tutor, prof. XXXX XXXXXX at the next email address <xxxxxx@XXXXX> to agree with the program for the first lessons as well as with other details you might need.

p((. ACCOMMODATION.- Housing sites are not available from our school. Nevertheless, we will send you a list of available accommodation possibilities in the Conservatory nearby, to agree directly with their respective landlords.

p((. INSURANCE.- A European Sanitary Card is strongly recommended. All exchange students have to make their health insurance arrangements by themselves and are requested to pay in the compulsory school insurance (1,12€) at arrival, for coverage of any accident on site.

p((. VISA.- To check whether you need a visa or not and what you must do to obtain one, please visit [http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx](http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx%22%20%5Ct%20%22_blank). Please notice that all students have to apply and make all arrangements for their Visa by themselves. If it is needed, the %institution-name% can send a letter of confirmation of the acceptance to the concerned Consulate departments.

p((. For further information, please contact me at <xxxx@xxxx.com>. Wishing you a pleasant and fruitful stay in our institution,

%administrator-autograph%

p((. *COORDINATOR’S NAME*

International Mobility Coordinator

p((. \*For registration, please bring the next documents:\*

\*\_Passport\_

\*\_ID Photo\_

\*\_European Health Insurance Card or European Health Insurance\_

**SUGGESTED TEMPLATE FOR AN ACCEPTANCE LETTER KA107**

p.

h2=. LETTER OF ACCEPTANCE

p((. Subject.- ERASMUS+ KA107 SMS EXCHANGES

p>. VIGO, %date-dayMonthYear%

p((. Dear  %applicant-Name(uppercase)%

p((. It is my pleasure to confirm that you have been accepted as an exchange student under the frame of the ERASMUS+ exchanges program to study at the %institution-name% in %institution-location% (%institution-country%), during the next academic year, from the %intake-commenceDate% to the %intake-completionDate%.

p((. You will be granted by the Erasmus+ project XXXX-1-ES01-KA107-XXXXX, with a monthly amount of XXX€/month (limited up to 8 months), plus a unique travel grant of XXXX€.  The grant amount will be wired regularly to an individual bank account provided by the CSMVigo before your arrival.

p((. At your arrival, it is suggested to contact me, XXCOORDINATOR’S NAMEXX for registration, as well as to configure your definitive Learning Agreement as well as other remaining details.

p((. TUTOR.- You can contact your Tutor, prof. XXXX XXXXXX to agree with the program for the first lessons as well as other details you might need at the next email address <xxxxxx@xxxx.com>

p((. ACCOMMODATION.- Housing sites are not available from our school. Nevertheless, we will send you a list of available accommodation possibilities in the Conservatory nearby, to agree directly with their respective landlords.

p((. INSURANCE.- All exchange students have to make their health insurance arrangements by themselves and are requested to pay in the compulsory school insurance (1,12€) at arrival, for coverage of any accident on our buildings. We could help you to obtain a Health&Accidents insurance policy by Cigna Company  [https://www.cignasalud.es/mk/colectivos/ie/downloads/cigna-salud-plena-guia-producto.pdf](https://www.cignasalud.es/mk/colectivos/ie/downloads/cigna-salud-plena-guia-producto.pdf%22%20%5Ct%20%22_blank).

p((. VISA.- To check whether you need a visa or not and what is required to obtain one, please visit [http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx](http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx%22%20%5Ct%20%22_blank). Please notice that all students have to apply and make all arrangements for their Visa by themselves. If needed, the %institution-name% can send a letter of confirmation to the concerned Consulate departments. Information about your booked accommodation and Health Insurance can be added to this confirmation if you provide us with the precise information.

p((. For further information, please contact me at <erasmus@XXXX.com>. We wish you a pleasant and fruitful stay in our institution,

%administrator-autograph%

p((. COORDINATOR’S NAME

International Mobility Coordinator

p((. \*For registration, please bring the next documents:\*

\*\_Passport\_

\*\_ID Photo\_

\*\_European Health Insurance Card or European Health Insurance\_

**SUGGESTED TEMPLATE FOR AN ARRIVAL CONFIRMATION LETTER**

p.

h2=. ARRIVAL CONFIRMATION LETTER

p((. Subject.- ERASMUS+ KA107 SMS EXCHANGES - Academic Year 2020-21

p>. VIGO, %date-dayMonthYear%

p((. TO WHOM IT MIGHT CONCERN,

p((. COORDINATOR'S NAME, Head of the European Programmes Department at the %institution-name% in %institution-country%, hereby CONFIRMS THAT:

p((. The Erasmus+ exchange student %applicant-Name(uppercase)%, with Passport nº %Passport: Number%, %instrument% student from the %HomeInstitutionName%, has been arrived to our institution on XX.XX.XXXX

%administrator-autograph%

p((. COORDINATOR' NAME
International Mobility Coordinator

**SUGGESTED TEMPLATE FOR AN EXCHANGE CONFIRMATION LETTER FOR VISA**

p.

h2=. ERASMUS+ EXCHANGE CONFIRMATION

p((. Subject.- ERASMUS+ KA107 SMS EXCHANGES - Academic Year 2020-21

p>. VIGO, %date-dayMonthYear%

p((. TO WHOM IT MIGHT CONCERN,

p((. CORDINATOR'S NAME, Head of the European Programmes Department at the %institution-name% in %institution-country%, hereby CERTIFIES THAT:

p((. %applicant-nameSalutation% %applicant-Name(uppercase)%, Passport nº %application-profile-passport-number%, %application-extras(227)% student at %partnerInstitution-name% (%partnerInstitution-country%) has been granted under the European Program ERASMUS+ KA107, having been accepted for this mobility  at the %application-mobility-host-institution-name% (%application-home-institution-country%) from the %intake-commenceDate% to the %intake-completionDate%.

p((. GRANT.- During the exchange, %applicant-Name(uppercase)% will receive a grant of 850€/month, as well as an additional travel grant of XXX€ (Euros), according to the financial rules established by the Erasmus Program

p((. ACCOMMODATION.- The student %applicant-Name(uppercase)% has booked a room in a students flat  located at XXFlat\_or-dormitory\_addressXX in POSTCODE\_CITYXX, where to stay during the full length of the exchange.

p((. INSURANCE.- Independently of any other personal insurance contracts the student might have subscribed, %applicant-Name(uppercase)% will be requested to pay in the amount of 1,12€ to assure the coverage of the compulsory School Insurance

p((. For further information, please contact me at <xxxx@xxxx.com>.

%administrator-autograph%

p((. COORDINATOR'S NAME
International Mobility Coordinator