**Certificate of Arrival and Contact Details**

|  |  |
| --- | --- |
| Student’s Name |  |
| Host Institution/Organisation |  |

**Please ensure that you complete parts A, B and C prior to the start of your placement.**

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**Part A – Certificate of Arrival**

This **MUST** be completed and signed by a representative of the Host Institution/Organisation at the beginning of the Work/Study Placement and emailed to [goglobal@ulster.ac.uk](mailto:goglobal@ulster.ac.uk)

|  |  |
| --- | --- |
| **Date on which the student arrived at the Host Institution/Organisation** | \_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_\_ |
| **Anticipated date of departure from the Host Institution/Organisation** | \_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_\_ |
| **\*Virtual/Remote placement start date *(if applicable)*** | \_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of representative at the Host Institution/Organisation** | |  | |
| **Title** | |  | |
| **Signature** |  | **Date** | \_\_\_\_\_\_/\_\_\_\_\_\_/20\_\_\_\_\_ |

**--------------------------------------------------------------------------------------------------------------------------------------------------**

**Part B – Your Placement Contact Details**

We understand that when you are on placement you may get a local mobile phone number or have an alternative email address. Please provide us with this information so we can contact you in case of an emergency. It is also your responsibility to update the [Student Portal](https://portal.ulster.ac.uk/dashboard/students) with this information.

**Please note all regular communication will be through your Ulster email address and you must check this regularly.**

|  |  |
| --- | --- |
|  | |
| **Email Address** |  |
| **Contact Number (with country code)** |  |

**--------------------------------------------------------------------------------------------------------------------------------------------------**

**Part C – Acknowledgement of Ulster University Requirements whilst Abroad**

You must confirm that you have met with your study adviser at Ulster prior to the start of your placement abroad and understand the requirements of DIAS / DPPi. Please ensure that both your Study Adviser/Placement Tutor and you sign the below.

|  |  |
| --- | --- |
|  | |
| **Study Adviser / Placement Tutor signature** |  |
| **Student signature** |  |