

**PLEASE TYPE OR PRINT THE FOLLOWING TEXT
ON YOUR INSTITUTE'S OFFICIAL LETTER
PAPER. IT MUST BE STAMPED WITH THE
OFFICIAL SEAL AND SIGNED BY THE HEAD OF
THE INSTITUTE.**

To:

100004 北京市
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DAAD (德意志学术交流中心)

DAAD - Beijing Office
Unit 1718, Landmark Tower 2
8 North Dongsanhuan Road
Beijing, 100004

CONFIRMATION

This is to confirm that Mrs./Mr. [applicant's full name] is working or studying at our institute [institute's full name] as a [applicant's position]. In case of being granted a DAAD scholarship we will release her/him from work for the time of her/his research or study in Germany. After her/his return to China she/he will continue her/his work or studies at our university.

[place and date]

[stamp and signature]