



## Student Route Visa - Placement Attendance Monitoring Form

International students are required to complete and sign the form below for each month of their placement. This form must be signed and returned to us by your line manager to [cs.placement@qub.ac.uk](mailto:cs.placement@qub.ac.uk) in the first week of each month for the previous month's attendance. A handwritten or scan of your handwritten signatures is required. Failure to return this form on time could result in your absence being reported to the QUB Immigration Support Service.

**Student Name:**

**Student Number:**

**Degree Pathway:**

**Company Name:**

**Company Address:**

**Internship Dates:**

**Mobile Number:**

Placement Month and Year	Holidays	During the period stipulated in the left-hand column, I took ___days holiday on _____to_____
	Sick Days	During the period stipulated in the left-hand column, I was absent for ___days, from _____to_____
	Declaration	I hereby declare that I have attended my workplace each working day for the period stipulated in the left-hand column or have given relevant dates of holiday/sick absence above.
	Student Name	
	Student Number	
	Student Signature	
	Declaration	I hereby confirm that the student named above has attended the workplace each working day for the period stipulated in the left- hand column or has given relevant dates of holiday/sick absence above.
	Line Manager/ Supervisor Name	
	Line Manager/ Supervisor signature	