#### Organisation(TN) Acceptance Note

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| **From:** | | **LC [TN LC name]** , AIESEC in [TN country]  **Telephone**: +  **Fax**: +  **E-mail**: | |
| **Date:** | | -  -     - -(*dd-mm-yyyy*) | |
| **To:** | | **LC [EP LC name]**, AIESEC in [EP county] | |
|  | |  | |
| **TN ID:** | | TN-In-  -  -    - | |
| **Complete Organisation Name in its legal form** | |  | |
| **EP ID:** | | EP-In-  -  -    - | |
| **Passport Number** | |  | |
| **Date of issue** | |  | |
| **Expiry date** | |  | |
| **Place of issue** | |  | |

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| Attention Mr./Ms. , ID number **EP--  -**  **-    -**. Passport number:  You have been accepted for our Exchange Programme with **,** ID number **TN--  -**  **-    -    .** The starting date is **-  -** (*dd-mm-yyyy*) and ending date is **0-  -** (*dd-mm-yyyy*) **1-05-200**for a total period of    weeks with following conditions:   |  |  | | --- | --- | | **Job Description 1** |  | | **Job Description 2** |  | | **Job Description 3** |  | | **Job Description 4** |  | | **Job Description 5** |  | | **Job Description 6** |  |  |  |  |  |  | | --- | --- | --- | --- | | **Accommodation** | Homestay/Apartment/other Note: Specify all the condition: costs, layout, shared or not etc. | **Food provided** | Yes/No  State all the conditions for food/living support | | **Salary** | USD Monthly/Fortnightly/Weekly | **Transportation Provided** | State the condition | | **Insurance Provided** | Yes / No | **Necessary Visa document from EP** |  | | **Visa cost Provided** | Yes / No | **Any other condition** |  | | **Link to Reception Wiki** |  | | |   Acceptance Note between EP-In-  -  -    -     and TN-In-  -  -    -     TN signature: |

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|  | This acceptance note is a formal acceptance of the Exchange Participant as stated above. By signing this acceptance note, our organisation agrees to participate in the abovementioned Exchange Programme with the accompanying roles, responsibilities and conditions. I also agree to participate in providing all procedures/documentation required for the EP to legally enter and work in the host country.  If the embassy or consulate has any questions, please get in contact with the AIESEC Local Committee responsible for this Exchange Programme. (Contact information is included above.)  Thank you and we look forward to receiving you.  Sincerely,  **Proof of TN Acceptance**  Official Organisation stamp:  Organisation representative name and signature:  Signing date:  **AIESEC Hosting Entity representative signature**  [name, surname]  [AIESEC function]  Local Commitee [name]  AIESEC in [country]  Signing date: |

Three copies of this acceptance note are required with original signature (1 for the organisation, 1 for AIESEC local committee and 1 for AIESEC sending committee).

Acceptance Note between EP-In-  -  -    -     and TN-In-  -  -    -     TN signature: