

Orientation program KEEP - summer semester 2012

2 - 5 April: Arrival and Administration

Date	Time	Meeting Point	Topic	Place	AAA Team	Please do not forget
Monday, 2 April	9.00 am - 3.00 pm	Welcome desk at the dormitory	Arrival, Welcome, Check-In	Geschwister-Scholl-Str. 15 (Esslingen)	Sally	
Tuesday, 3 April	10.00 am	International Office / Akademisches Auslandsamt (AAA) Kanalstr. 12/1	Orientation meeting (filling in forms)	Esslingen City Campus: S 7.102	Monika, Sally (after 11 pm)	Welcome-Package, Passport
	11.30 am	AAA	Paying the semester fee (76.85€) and contribution for excursions (20€)	Zahlstelle S 1.117	Sally	75,85 Euro + 20 Euro cash
	12.45 pm	AAA	Health insurance	AOK (Plochingerstr. 13)	Monika	Passport; Health Insurance Waiver & Health Insurance Information OR 230 Euro & Passport picture
Wednesday, 4 April	9.45 am	AAA	Registration at city, Visa application	Bürgeramt / Ausländerbehörde (Beblingerstr. 1-3)	Monika, Sally	Passport, Proof of finances, Proof of health insurance
	12.00 pm	S 7.002	Introduction to computer labs	Esslingen City Campus: S 7.002	Hr. Mecharrafie, Monika	Laptop
Thursday, 5 April	11.00 am	S 2.003	Welcome meeting with academic director Prof. Wolfmaier	Esslingen City Campus: S 2.003	Prof. Wolfmaier, Kremena Daneva, Monika	
	12.00 pm		Enrolment	Esslingen City Campus: S 2.003	Monika	
Friday, 6 April	Good Friday					
Saturday, 7 April	Easter Break					
Sunday, 8 April	Easter Break					
Monday, 9 April	Easter Break					
Tuesday, 10 April	Start of regular classes according to KEEP schedule					