



ERASMUS – EXCHANGE ARRIVAL NOTIFICATION

Family (Last) Name, First Name	
Home Institution	
Exchange Program	<input type="checkbox"/> ERASMUS <input type="checkbox"/> Bilateral Exchange <input type="checkbox"/> Baden-Württemberg-Programm <input type="checkbox"/> Other:
eMail Address	
Mobile Phone Number	++ (national access code) /
Are you coming to Germany by Plane?	
Departure Airport	
Date of Departure	
Flight Number	
Arrival Airport	
Date of Arrival	
Time of Arrival	
When and how are you coming to Ulm?	
Means of Transportation	<input type="checkbox"/> By Car <input type="checkbox"/> By Bus <input type="checkbox"/> By Train
Date of Arrival	
Time of Arrival	
Date _____ Signature _____	

Incoming students from the ERASMUS and other EXCHANGE are offered a welcome service through a program which is called "S.T.E.P.S." (Student Tutors for Exchange Program Students). The S.T.E.P.S. tutors meet incoming students at the train or bus station; they have the room keys and an information package; they escort the incoming students to their student residence and assist them during their first days with all the administrative procedures.

If you want to benefit from the S.T.E.P.S. program, you must complete this form and send it to the International Office at least 10 days before your intended arrival. Please send the "Arrival Notification" to the International Office in any case, even if you may already be in contact with your student tutor and may have communicated your travel details to him/her already. We need to know the dates to make various arrangements.

Before planning your trip, please refer to the "Academic Calendar" or the "Preliminary Program" in order to find out what the arrival days are. We regret that we cannot accommodate you before those dates. Please note that our tutors are volunteers, therefore do not expect that they pick you up before 8:00 a.m. or after 10:00 p.m.

Please answer *all the questions* concerning your trip (Are you coming to Germany by Plane? When and how are you coming to Ulm?). This information may become necessary in case of delays or problems if we need to track you or contact you.