

Whom To See For What

Admissions

Questions Relating to ECLA Admissions

FIONA SCHNÜTTGEN

Platanenstrasse 24 Room 0.04

Email: F.Schnuettgen@ecla.de

Tel.: 43733 120

Academic Programmes General Information

Academic Regulations

SARA GALBAATAR

Platanenstrasse 24 Room 0.10

Email: S.Galbaatar@ecla.de

Tel.: 43733 107

Academic Calendar

Term/Weekly Schedules

Berlin Programme

YVONNE TURAJ

Platanenstrasse 24 Room 0.08

Email: Y.Turaj@ecla.de

Tel.: 43733 124

Computer Services

Advice and Assistance on Computer Matters

MARCO VOLKMANN

Platanenstrasse 24 Room U.05

Email: M.Volkman@ecla.de

Tel.: 43733 154

Financial Assistance

Financial Assistance Questions

(Note: Payments are managed by Sabine Beelitz and Nadine Cöster)

SARA GALBAATAR

Platanenstrasse 24 Room 0.10

Email: S.Galbaatar@ecla.de

Tel.: 43733 107

Library

ECLA Library Administration

Book and DVD Checkouts

AV Equipment

YVONNE TURAJ

Platanenstrasse 24 Room 0.06

Email: Y.Turaj@ecla.de

Tel.: 43733 124

Medical Insurance Information and scheduling Regular medical appointments
Contact to the insurance company
KATHARINA MEYER
Platanenstrasse 24 Room 0.03
Email: K.Meyer@ecla.de
Tel.: 43733 0

Medical Emergency Zoltan Helmich
Tel.: 01577 1493 481 (mobile phone)

Emergency Doctor (for all foreign students)
(If you can't wait until normal business hours, but your life is not immediately in danger)
Tel.: 0800 7112 112
112 Emergency number in Germany

Taxi Company
Tel.: 443322

Nearest Hospital
Maria Heimsuchung
Breite Strasse 46-47
13187 Berlin

Payments Payments to and by ECLA
NADINE CÖSTER
Platanenstrasse 24 Room U.11
Email: N.Coester@ecla.de
Tel.; 43733101

SABINE BEELITZ
Platanenstrasse 24 Room U.11
Email: S.Beelitz@ecla.de
Tel.: 43733 101

Registration, Transcripts	<p>Student Registration Coordination Enrolment Certification Official Transcripts Bennington College Transcript Requests ECTS Credits Graduation Certificates of Programme Completion SARA GALBAATAR Platanenstrasse 24 Room O.10 Email: S.Galbaatar@ecla.de Tel.: 43733 107</p>
Repairs	<p>Repairs of Bikes, in Student Houses, on Campus Student Projects Artisan Student Projects LARS KÖHLER Platanenstrasse 24 Room U.07 Email: L.Koehler@ecla.de Tel.: 43733 151</p>
Residential Life	<p>Activities and Events to Support ECLA Community and Familiarity with Berlin Initial Counselling Resources for Students Housing Policy Implementation Room Check In/Out (including keys, ECLA ID, etc.) Facilities Maintenance ZOLTAN HELMICH Platanenstrasse 24 Room O.09 Email: Z.Helmich@ecla.de Tel.: 43733 102</p>
Security	<p>Security Guard Tel.: 0152 0133 0241 (mobile)</p>
Student Employment	<p>Student Employment Questions ZOLTAN HELMICH Platanenstrasse 24 Room O.09 Email: Z.Helmich@ecla.de Tel.: 43733 102</p>
Student Recruitment	<p>Alumni Relations ECLA Website SOFIYA SKACHKO Platanenstrasse 24 Room U.06</p>

Email: S.Skachko@ecla.de
Tel.: 43733 108

Visa, Residence Permit

Questions regarding visa and residence permits

KATHARINA MEYER
Platanenstrasse 24 Room 0.03
Email: K.Meyer@ecla.de
Tel.: 43733 0

ECLA BUILDINGS

Administration Building	Platanenstrasse 24	Tel.: 43433 0
Faculty and Seminar Building	Platanenstrasse 98a	Tel.: 43733 0
Faculty and Seminar Building	Platanenstrasse 98	
Dining Room, Guest House	Waldstrasse 70	Tel.: 47034 152
Student House	Waldstrasse 16	Tel.: 47034 147
Student House	Waldstrasse 15	Tel.: 47034 136
Student House	Kuckhoffstrasse 24	Tel.: 40106 821
SPOK Fitness Centre	Nordendstrasse 56	
Guest House	Kuckhoffstrasse 41-43	

German Emergency Numbers:

110 – Police

112 – Medical Emergencies/Fire Dept.