

## Meeting Time for STEPS Ward Office Procedures

Please come to the I-HOUSE Lounge (Building 4) at the assigned time. There will be a tutor in each group. If you cannot make it on time, you may go to the ward office on your own by following the instructions we provide. We will assist you with the necessary paperwork at the I-HOUSE Lounge from April 1-3, 10:00 AM – 3:00 PM. As long waiting times are expected at the ward office, please bring something to do while you wait.

**What to Bring:** Passport, Residence card, Student ID, Black ball point pen

April 1						
11:00	13:00	13:30	14:00	14:30	15:00	15:30
26IZ020	26IZ050	26IZ024	26IZ051	26IZ040	26IZ037	26IZ052
26IZ042	26IZ047	26IZ025	26IZ030	26IZ065	26IZ009	26IZ036
	26IZ039		26IZ014	26IZ015	26IZ004	26IZ027

April 2								
10:00	10:30	11:00	11:30	13:00	13:30	14:00	14:30	15:00
26IZ023	26IZ026	26IZ007	26IZ017	26IZ021	26IZ061	26IZ003	26IZ018	26IZ019
26IZ032	26IZ066	26IZ006	26IZ041	26IZ058	26IZ045	26IZ053	26IZ035	26IZ043
26IZ022		26IZ028	26IZ056	26IZ057		26IZ002		

April 3					
10:00	10:30	11:00	11:30	13:00	13:30
26IZ001	26IZ046	26IZ010	26IZ005	26IZ048	26IZ044
26IZ064	26IZ038	26IZ049	26IZ008	26IZ034	26IZ062
26IZ067	26IZ031				26IZ060