

## **Consultation hours**

**Construction work is currently underway at KIS, which will probably continue until the end of the year. We can therefore only offer appointments for consultations by telephone or video chat at the present time. We ask for your understanding.**

You can phone our **consultation hotline** during the hours indicated (+ 49 931 31-84052).

Monday 10:00 – 12:00

Wednesday 9:00 – 11:00

Thursday 11:00 – 13:00

## **Individual appointments (in person, by telephone or via video chat)**

Outside the telephone consultation hours, you can also arrange an individual appointment by email or telephone. If you would like to arrange an individual appointment by email, please already indicate the days/time slots that would suit you. In addition, please let us know which format you prefer (in person, by telephone or via video chat).

Please note that there might be longer waiting times for appointments arranged individually. If you have an urgent concern, we strongly recommend that you call the hotline.

## **Information about in-person appointments**

We urge you to wear the FFP2 mask recommended for use in the University's buildings during the appointment. If you do not wish to do so, we request that you use a medical mask (surgical mask). If you have tested positive for COVID-19 or feel unwell, please cancel your appointment. This is still possible up to 30 minutes beforehand. You should then please send us an email with your telephone number. We will call you at the originally booked time or offer you a new appointment.

