

**Ms
Svitlana Chaika
Poltava State Agrarian University
Ukraine**

LETTER OF ADMISSION for Summer Semester 2025

We are delighted to inform you that you have been admitted as an exchange student to the master's program in **International Management** at Nürtingen-Geislingen University for the summer semester 2025. You will be enrolled in the 1st semester of this study program. Your enrollment will be finalized once you complete the process and the semester fee is received in our account, which may take some time.

Semester Fee Payment:

The semester fee must be paid until **January 15** at the **very latest**. We do not accept checks, so please use bank transfer as instructed. Check it out here: [Semester fee](#).

Required Documents for Enrollment:

1. **Proof of Semester Fee Payment** (bank transfer receipt)
2. **Enrollment Confirmation Form** (available on our [website](#))
3. **Personal ID** (copy of passport or national ID)
4. **Proof of Health Insurance - Non-EU students: AOK** health insurance form;
EU students: copy of EHIC
5. **ID Photo** (a small, formal headshot similar to a passport or ID photo, required for your student ID card)

Deadlines:

Online enrollment: by **15 January for summer semester**.

Access to Enrollment PDF:

To access the '**Enrollment as an exchange student**' PDF on [Semester@hfwu](#), use the password: **Registration**

Throughout your time at Nürtingen-Geislingen University, you will be engaging in curricular courses instructed in English. It is essential to note that these courses will be accredited by the corresponding institution in your home country.

For your awareness, we want to clarify the legal remedies available. If necessary, you have the option to challenge this letter of admission, either in writing or through the appropriate authority, at the Verwaltungsgericht Stuttgart, Augustenstraße 5, 70178 Stuttgart. This action should be taken within one month from the issuance of this letter and must specify the claimant, defendant, and the matter in dispute.

Key Dates for the Summer Semester 2025:

- **Semester Start:** 1 March 2025
- **Semester End:** 31 August 2025
- **Lectures:** 24 March – 11 July 2025
- **Exams:** 14 July – 1 August 2025
- **Latest Arrival in Nürtingen:** 12/13 March 2025

Orientation Days:

Mandatory from **14 March – 21 March 2025**. We will assist with municipal registration, opening a German bank account (required for dorms and AOK health insurance), and offer information sessions and excursions.

Visa Information:

Non-EU citizens must apply for a visa early. Ensure your visa is valid until at least **1 August, 2025**. Students from South Korea, Japan, and the U.S. can enter without a visa but must apply for a residence permit during Orientation Days.

Dormitory Accommodation:

Rooms at **Schelmenwasen 10** are rented for full semesters: 1 March – 31 August. More details are on our website: www.hfwu.com/future-students/accommodation.

Private Accommodation:

If you prefer private housing, be aware that finding furnished rooms near Nürtingen can be **very challenging**. Students must search for private accommodation independently.

Course Selection:

For English-taught courses, visit www.hfwu.com/future-students/course-catalog/courses or email andrea.heissler@hfwu.de. Make sure to review course descriptions and meet the prerequisites.

Dorm Check-in:

- **Mon – Thu:** 8:00 am – 11:00 am, 1:30 pm – 3:00 pm
- **Fri:** 8:00 am – 11:00 am
- Rooms are available from 1 March, **12 noon** (no move-ins before this date or on weekends/holidays).

If you have any questions, feel free to contact andrea.heissler@hfwu.de.

We look forward to welcoming you to Nürtingen and hope you have a rewarding experience at NGU!

Warm regards,



Andrea Heissler-Keinath
Study Abroad Advisor Incoming Students

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