

User manual

SELMA

Online student portal at  
Nürtingen-Geislingen University

Last updated in July 2022

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### Sign-in and navigation

1. This is the link to Nürtingen-Geislingen University's online student portal:  
[selma.hfwu.de](http://selma.hfwu.de)
2. Register (login name and password of your university account)

Benutzername

Passwort

Anmeldung nicht speichern

Die zu übermittelnden Informationen anzeigen, damit ich die Weitergabe gegebenenfalls ablehnen kann.

Anmelden

> Passwort vergessen?  
> Hilfe benötigt?

Hinweis zum Dienst BW Sync and Share:

Das Speichern personenbezogener Daten und/oder hochschulinterner Dokumente ist untersagt.



3. When you register first, you will be asked some questions about the data that will be transmitted. Tick one of the options and "accept".

Die oben aufgeführten Informationen werden an den Dienst weitergegeben, falls Sie fortfahren. Sind Sie einverstanden, dass diese Informationen bei jedem Zugriff auf diesen Dienst an ihn weitergegeben werden?

Wählen Sie die Dauer, für die Ihre Entscheidung zur Informationsweitergabe gültig sein soll:

Bei nächster Anmeldung erneut fragen.

- Ich bin einverstanden, meine Informationen dieses Mal zu senden.

Erneut fragen, wenn sich die Informationen ändern, welche diesem Dienst weitergegeben werden.

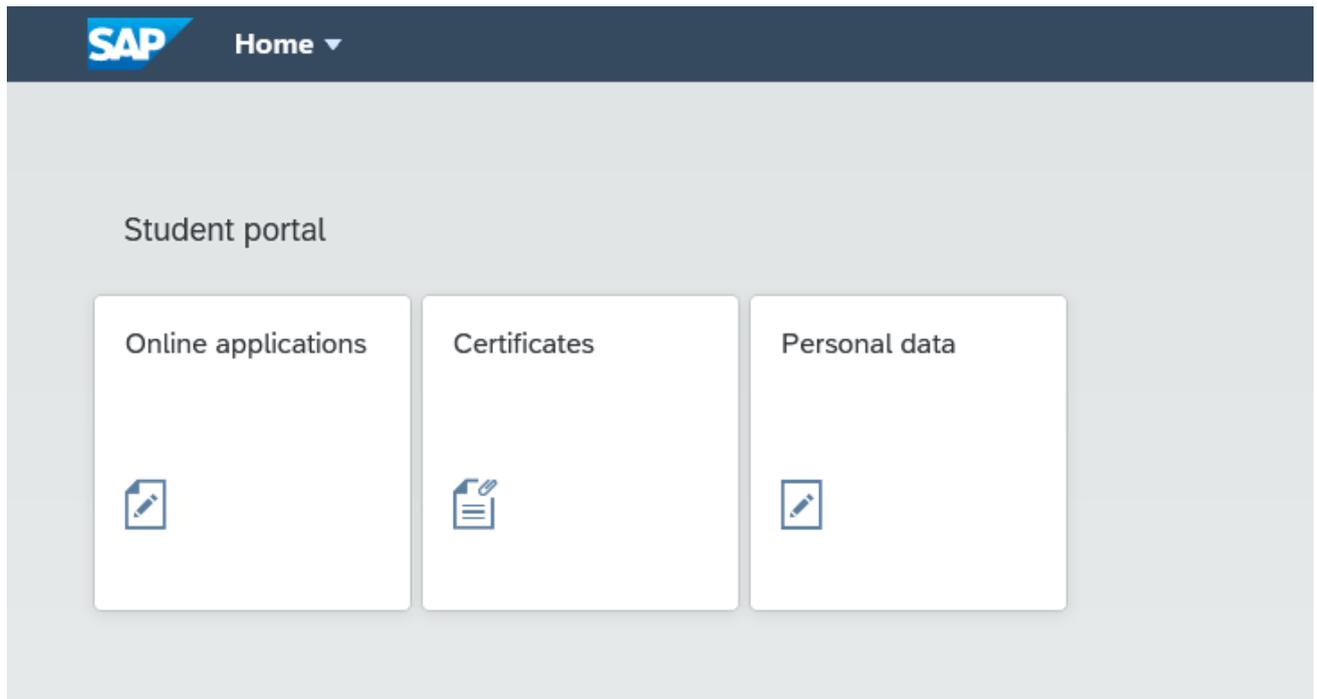
- Ich bin einverstanden, dass dieselben Informationen in Zukunft automatisch an diesen Dienst weitergegeben werden.

Diese Einstellung kann jederzeit mit der Checkbox auf der Anmeldeseite widerrufen werden.

Ablehnen

Akzeptieren

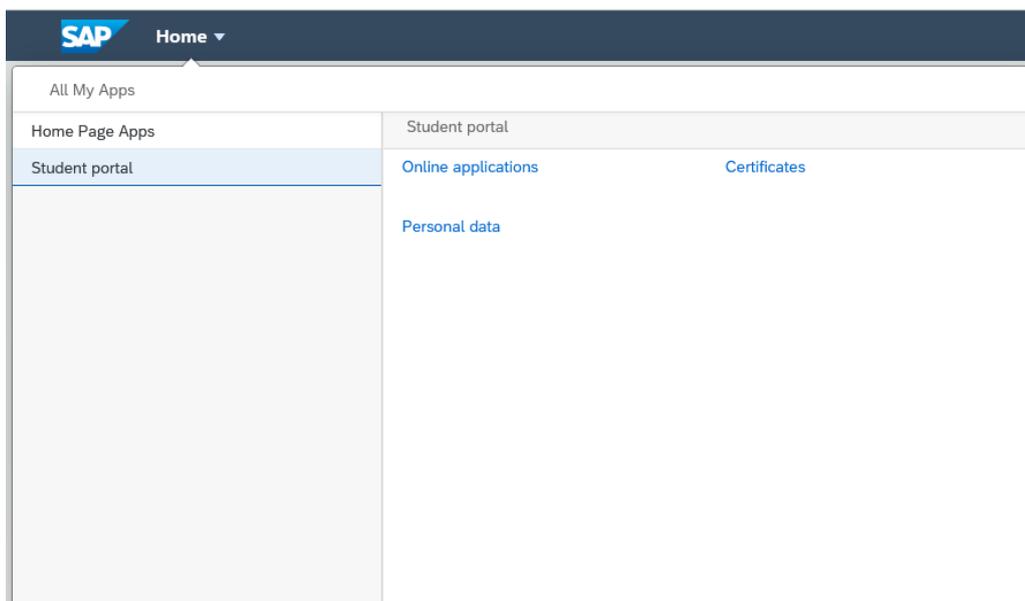




You can choose from the following options:

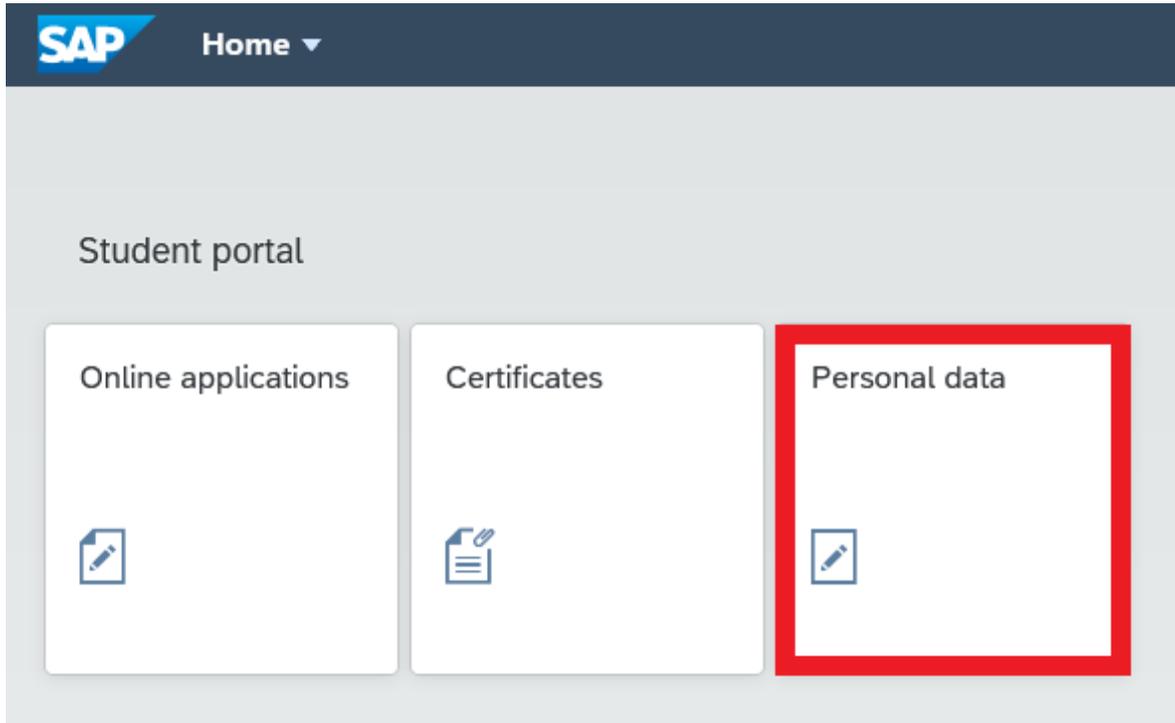
- Submit applications online (e.g. a request for academic leave of absence, a request to re-register, etc.)
- Download and print certificates (e.g. enrolment certificate, a record of courses taken, etc.)
- Edit your personal data (e.g. your address)

You can navigate to any of these three functions by clicking on the tiles. Alternatively, you can use the drop-down menu under “Home”.

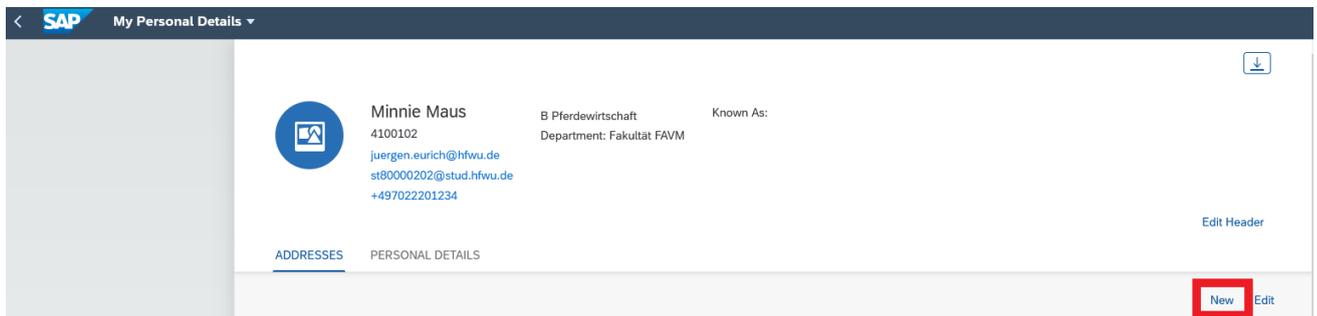


### Edit your telephone number

1. Select the "personal data" tile.



2. "Edit header"



3. Enter your data as required.

The screenshot shows the 'Address Details' form in SAP. The form contains several input fields: 'Address Type' (dropdown), 'Same As' (dropdown), 'Street/No.' (text input with a sub-field for 'Enter house number'), 'Postal Code/City' (text input with a sub-field for 'Enter city'), 'Country' (text input with a dropdown arrow), and 'Telephone Number' (text input with a sub-field for 'Enter telephone number'). The 'Telephone Number' field is highlighted with a red border.

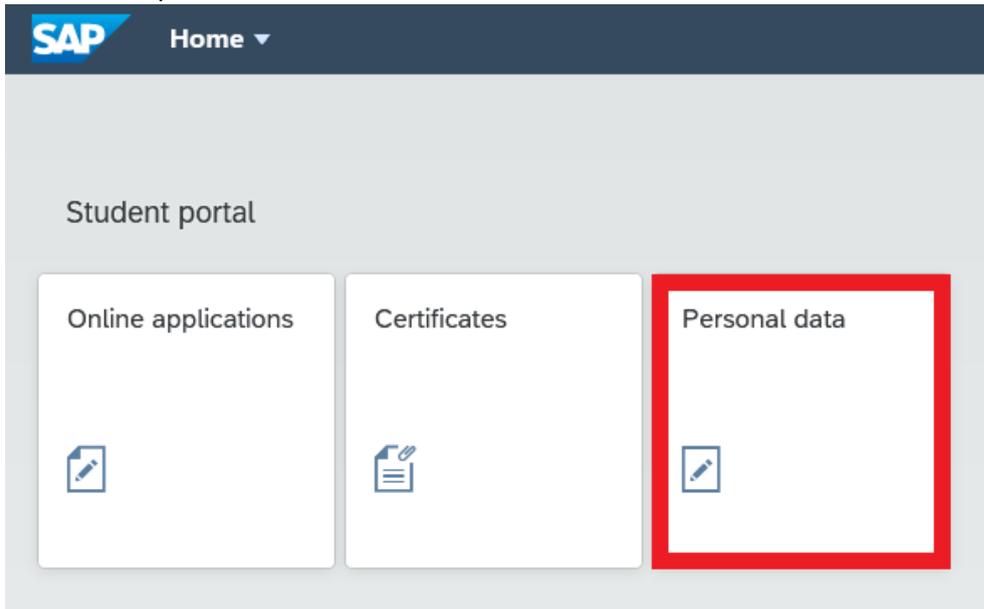
Please note that the Facebook and Twitter-ID data fields are not required.

4. Press "save" to confirm.

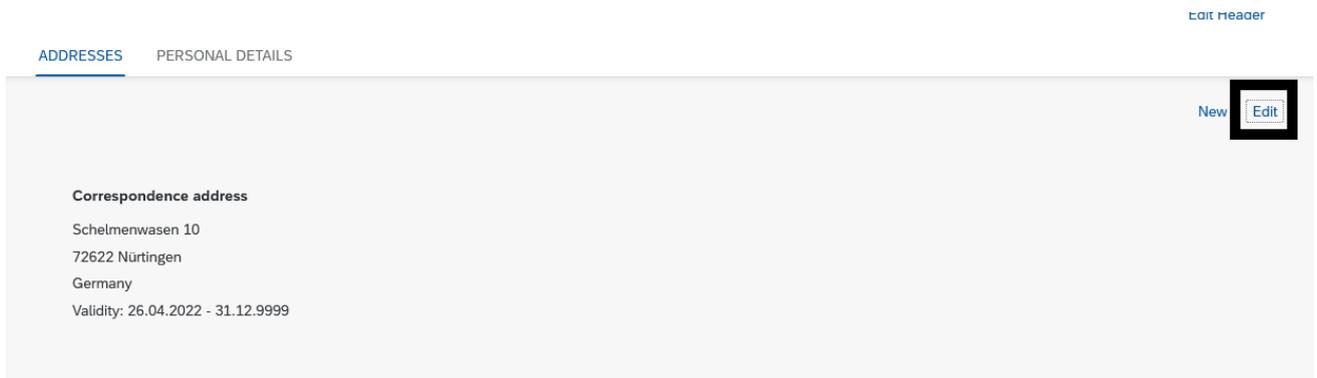


### Edit your address

1. Select the "personal data" tile.



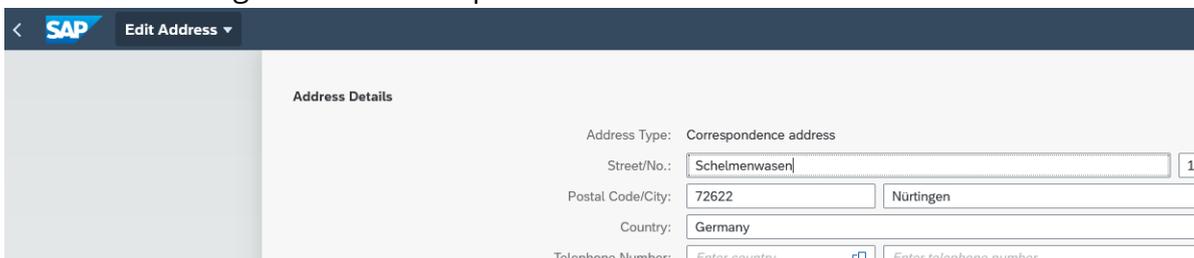
2. "Edit"



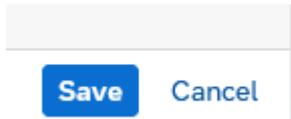
3. Click on the address you want to change.



4. Change the data as required.



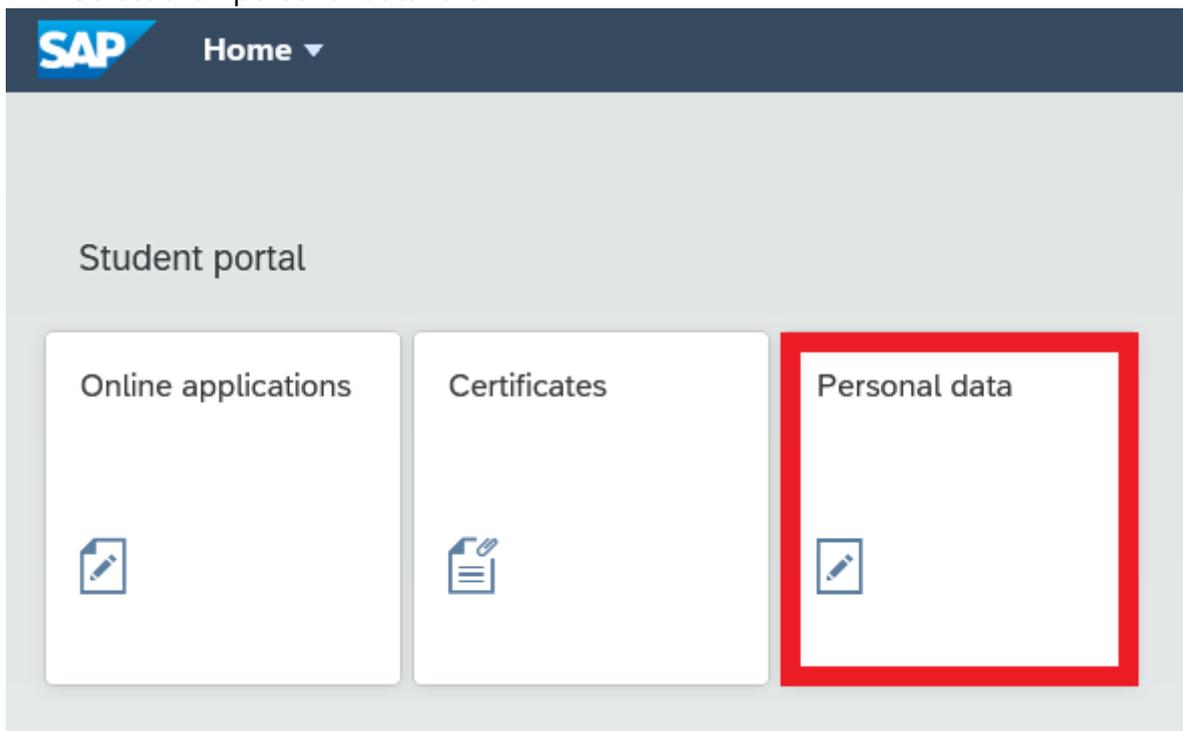
5. Press "save" to confirm.



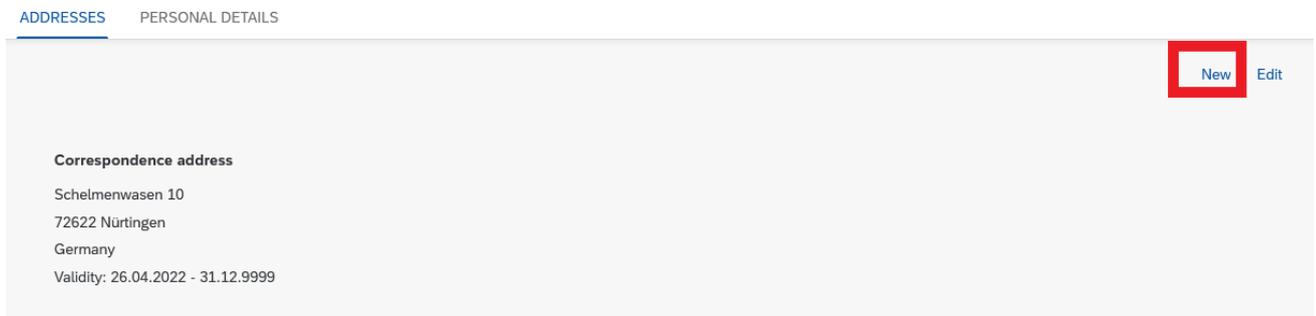
Please note that the standard address will be used on all documents and as a mailing address.

Enter new address

1. Select the "personal data" tile.



2. "new"



### 3. Enter new address

**Address Details**

Address Type:

Same As:  Home address

Street/No.:  Semester address

Postal Code/City:  Correspondence address

Country:

Telephone Number:

**Validity**

Valid From:

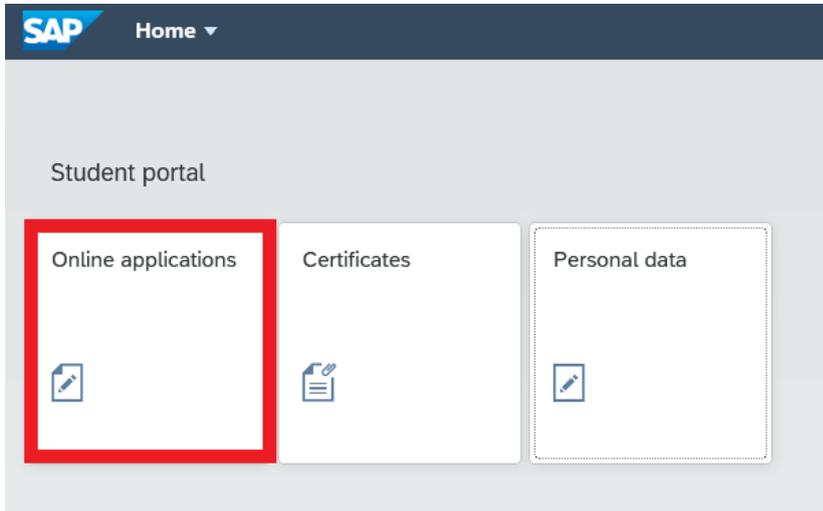
Valid To:

### 4. Press "save" to confirm.

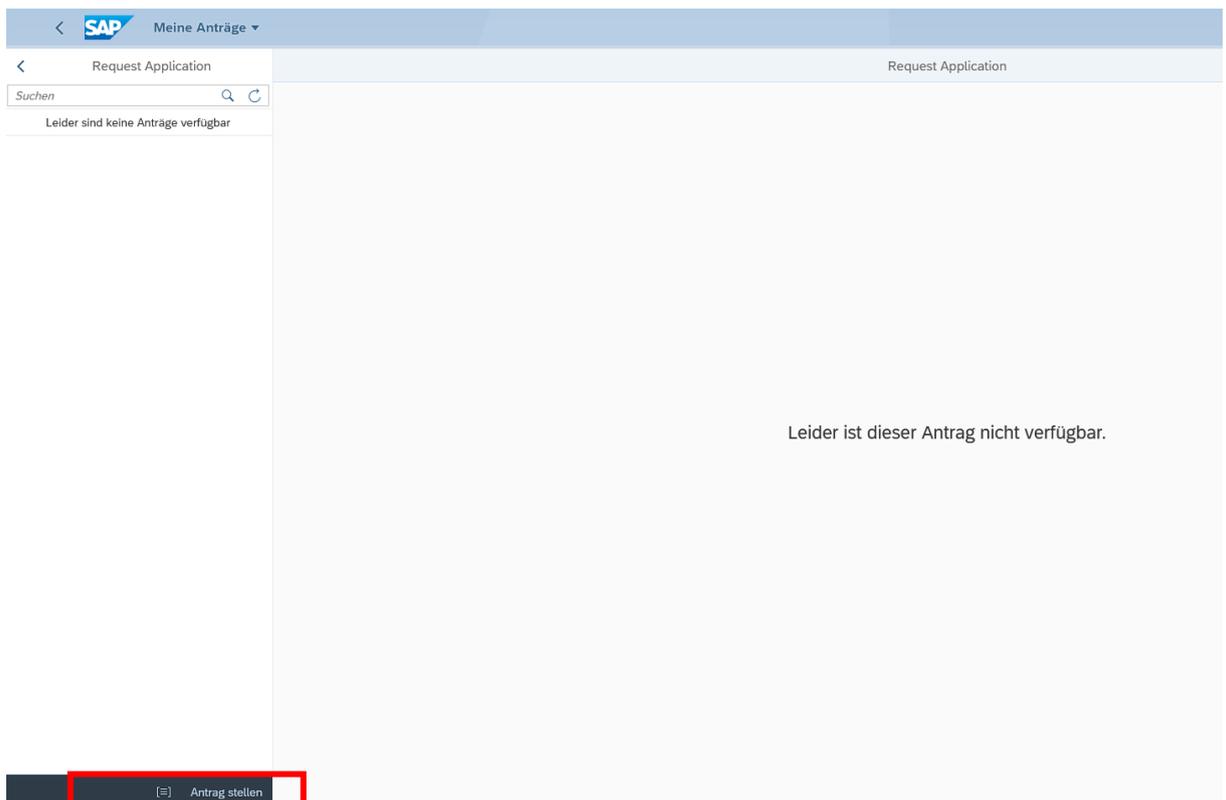
Please note that you can add a validity date for an address. You can use this if, for example, you are going to move and the old address will no longer be valid. If you do not enter anything under "valid from" and "valid to", the fields are automatically filled in and the address is considered permanently valid.

### **Submit a request**

1. Click on the relevant tile.



2. Online applications overview:
  - a) If you have not submitted any requests yet, you will see a blank page and a **"create request" symbol will appear in the bottom left-hand corner.**



b) If you have already submitted requests, you will see them here.

The screenshot displays the SAP 'Meine Anträge' (My Requests) interface. On the left, a list of requests is shown, including 'Antrag auf Datenänderung', 'Antrag auf Exmatrikulation', and 'Antrag auf Beurlaubung'. The selected request, 'Antrag auf Exmatrikulation', is shown in detail on the right. The details include the department (B Agrarwirtschaft), semester (2022-Sommersemester), and creation date (19.05.2022). The request number is 100000000158, the student ID is 4000502, and the status is 'Eingewickelt' (Withdrawn). The deadline date is 31.08.2022. The interface also features a search bar, a 'Suchen' button, and a 'Zurückziehen' (Withdraw) button at the bottom right.

- Column on the left: Overview of all the requests you have submitted so far.
- Main screen: Here you will see the details of any requests you have selected on the left.
- „Withdraw“: You can withdraw a request you have selected; if it has already been granted, this option is not available.
- “Create a request“: Create a new request.

### 3. Create an online request

Select **“create request“** in the **bottom left-hand corner**:

**If you are kept waiting any length of time or if the updating icon with the three dots appears, please press F5 or refresh your browser.** (This can happen, for example, when you fill in a request and then stop and navigate back to the starting page).

If you want to stop your application and re-start the request later, please click on **“cancel“** and then again on **“create request“** in the bottom left-hand corner.

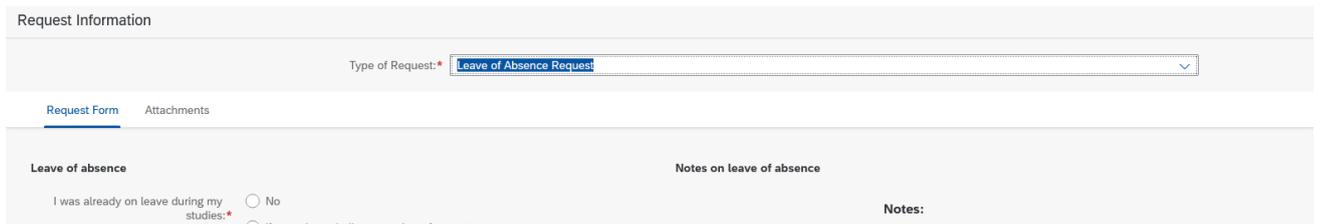
4. Choose type of request



You can submit the following requests:

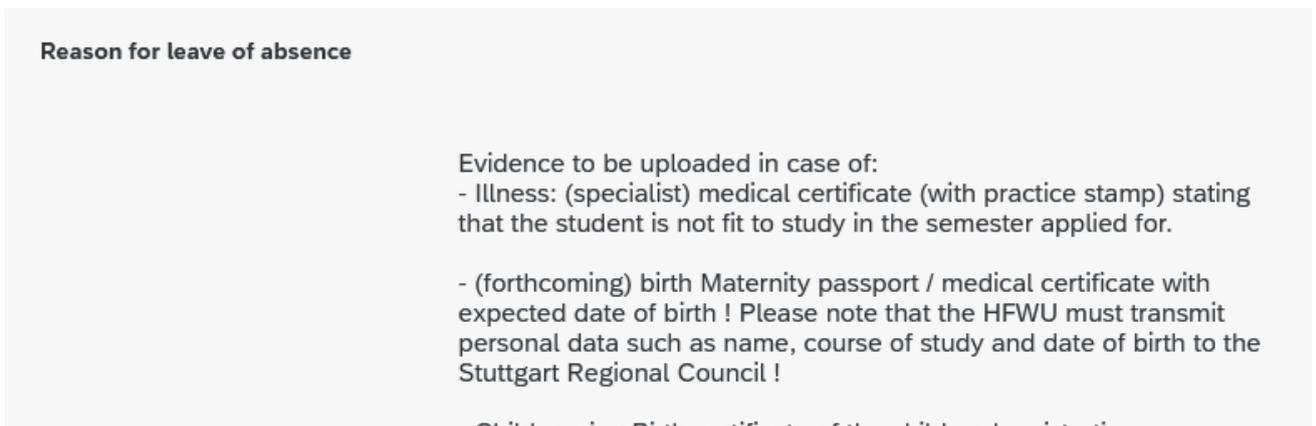
- Request for academic leave of absence
- Request for de-registration ("Exmatrikulation") ([a discharge note from the library](#) ("Entlastungsvermerk der Bibliothek") must be uploaded)

5. Fill in all the fields and, if required, upload the documents under the "attachments" tab.



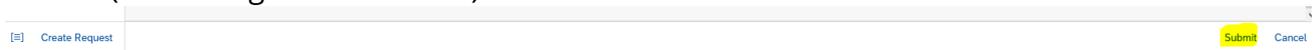
**Please note that you will find information on the required attachments in the online application, e.g. in the application for leave of absence.**

**Please upload the required document under the "attachments" tab.  
e.g.:**

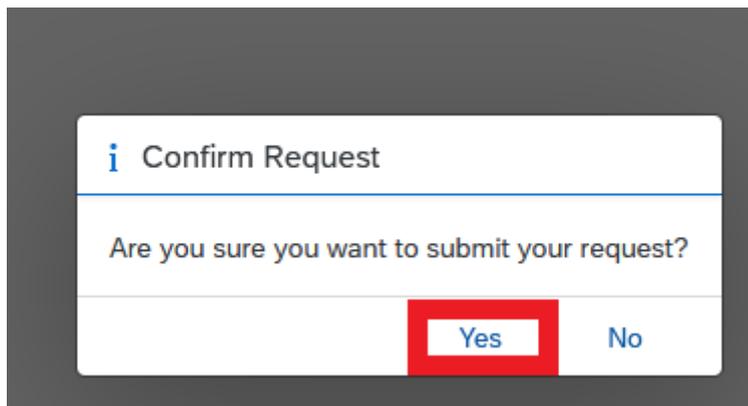


**The following file formats are permissible: .pdf, .jpeg, .jpg; maximum 1 document (which can consist of several pages)**

6. Submit (bottom right-hand corner)



7. Confirm by clicking "yes".



If the status of your application changes or if you are required to upload another document, you will receive an **email notification** to your student email address where you will be asked to access the online student portal. If you need to substitute the document you have uploaded for a different one, this will be marked in your request as follows:

**Antrag auf Beurlaubung**

B Internationale Betriebswirtschaft  
2022-Wintersemester  
Angelegt am: 30.11.2021

 Allgemein  Dokumente

**Erforderliche Dokumente**

Anlage zum Beurlaubungsantrag: [Auslandsaufenthalt.pdf](#)

Letztes Änderungsdatum: 30.11.2021

Status : Dieses Dokument ist leider ungültig.

Kommentare : **Nachweis reicht nicht aus**

It is not necessary to submit a new request. Please upload the required document in your existing application by substituting the old document with the new one and then click on "re-submit".

**Erneut einreichen**

Your request will then re-enter the processing queue.

### Access online notifications

1. Open the "online applications" tile.
2. Open the desired application and click on the "documents" tab.

The screenshot shows the SAP interface for 'Meine Anträge'. On the left, a list of applications is displayed, including 'Antrag auf Beurlaubung' (approved) and 'Antrag auf Exmatrikulation' (being processed). The main area shows the details of a selected 'Request Application' for 'Antrag auf Beurlaubung'. Below the application details, there are two tabs: 'Allgemein' and 'Dokumente'. The 'Dokumente' tab is highlighted with a red box. Underneath, a document titled 'Studierendenverwaltung Urlaub' is visible, also highlighted with a red box.

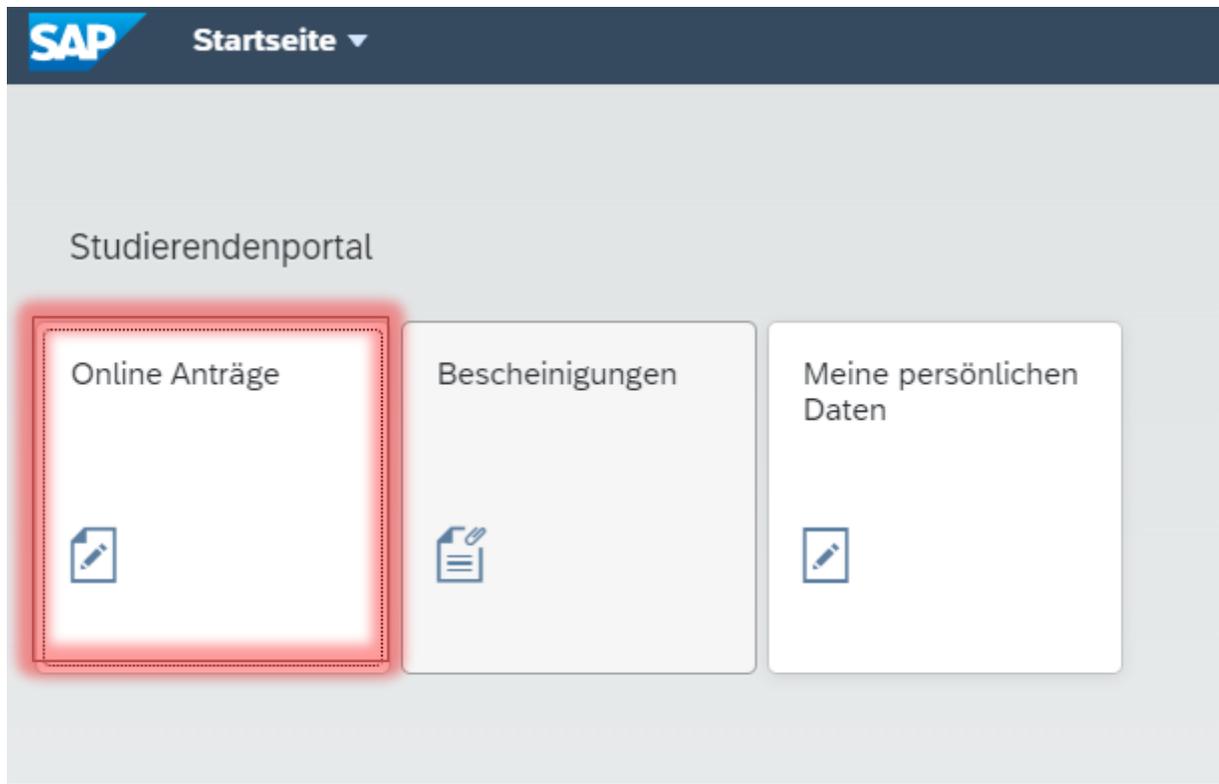
➔ Under "my documents" you can open the relevant official notification.

You can download the following official notifications (provided you have submitted a request and it has been granted or denied):

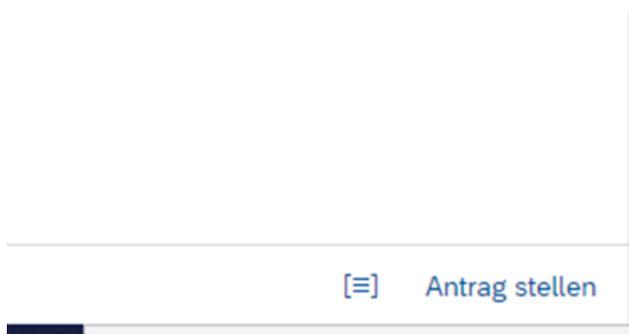
- Certificate of leave of absence
- De-registration certificate

**Submit online application for re-registration**

**1. Open the "online applications" titel**



**2. select "Submit request" at the bottom left**



### 3. choose type of application

Antragsstellung

Antragsinformationen

Art des Antrags:\*

- Antrag auf Exmatrikulation
- Antrag auf Beurlaubung
- Antrag auf Rückmeldung

### 4. fill in the application and send it at the bottom right corner

Antragsstellung

Antragsinformationen

Art des Antrags: \* **Antrag auf Rückmeldung**

[Antragsformular](#) [Anlagen](#)

**Rückmeldung für das kommende Semester: Offene Beträge/Gebühren**

Rückmeldesemester:

Betrag Rückmeldung:

**Bankdaten & Lastschrift**

Der Einzug des Betrags zur Rückmeldung erfolgt durch Lastschrift 5 Werktag nach Erteilung des Mandats. Bitte beachten Sie, dass die Rückmeldung erst nach erfolgtem Geldeingang (nach 5 Werktagen) erfolgt. Erst dann steht Ihnen Ihre Immatrikulationsbescheinigung zur Verfügung.

Bitte geben Sie nachfolgend Ihre Zahlungsdaten an:

International Bank Account Number (IBAN):\*

SWIFT Code/Bank Identifier Code (BIC):\*

Durch das Abschicken des Antrags bestätigen Sie:

*Ich ermächtige die Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen, **einmalig eine Zahlung** von meinem Konto mittels Lastschrift einzuziehen. Zugleich weise ich mein Kreditinstitut an, **die** von der Hochschule Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen auf mein Konto **gezogene Lastschrift** einzulösen.*

In **Ausnahmefällen** ist eine Zahlung per Überweisung möglich. Bitte wenden Sie sich an **gebuehren@hfwu.de**

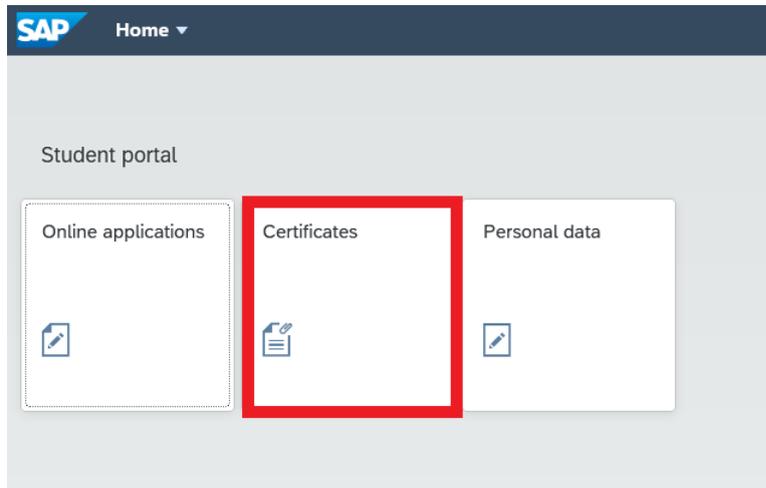
Hinweis zum Datenschutz

Die Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen hat

Absenden    Abbrechen

### Access online certificates

1. Open the "certificates" tile.



2. Choose desired certificate.



- "by semester" will show you all the certificates available grouped by semesters
- Here you can download your "certificate of enrolment" or your "certificate of leave of absence".

#### Certificate of enrolment

Summer semester (01.03.2022-31.08.2022)

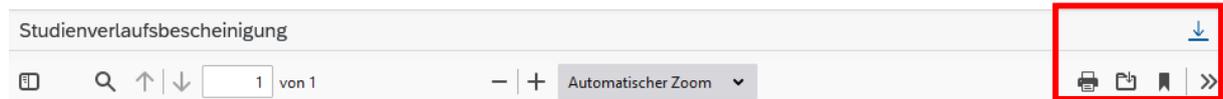


- The "record of courses taken" will give an overview of all the courses taken during your program so far.

#### Student enrolment record



3. Open the desired certificate by clicking on it and then save or print it.

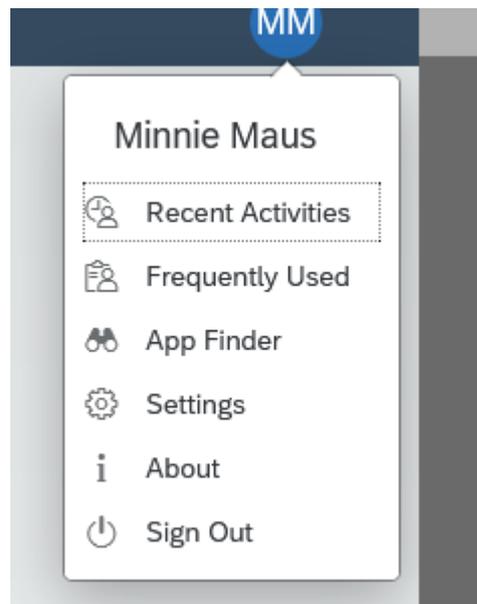


Please note: On the "certificate of enrolment" an URL (\_\_\_\_\_) and a verification key are added in the footnote. Once you have opened the URL and entered the verification key, the document can be verified.

### **Sign out**

1. Select your profile by clicking on the round blue button with your initials at the top right-hand corner of the portal.

2. "Sign out"



- 3.

### **Contact us**

If you have any questions or comments, please contact the Student Administration Office.

Nürtingen: [studierendensekretariat-nt@hfwu.de](mailto:studierendensekretariat-nt@hfwu.de)  
07022 201347

Geislingen: [studierendensekretariat-gs@hfwu.de](mailto:studierendensekretariat-gs@hfwu.de)  
07331 22530

### **Telephone contact hours**

Please have your student ID number ready in case it is needed!

Monday to Friday:

**09:00 - 11:00 hrs**

Monday to Thursday

**13:00 - 15:00 hrs**