

Sufiya Khan

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Admission Office,  
Beylin School of Business and Innovation,  
Beylin, Germany.

Subject: Request for Intake Change Due to  
Unavailability of Visa Slots

Dear Sir / Madam,

I hope this letter finds you well. My name is Sufiya Khan, and I am an admitted student for the MSc Data Analytics program for the September 2024 intake at BSBI University. I am writing to formally request a change in my intake to February intake, 2025, due to the unavailability of visa appointment slots in India.

Despite my efforts to secure a visa interview, I have encountered significant delays in the visa application process, which may prevent me from arriving in time to commence my studies for the originally planned intake. I would be grateful if my admission could be deferred to the February 2025 intake.

Please consider this letter as my formal consent from the university to change my intake. I am eager to pursue my studies at BSBI, and I remain committed to joining as soon as the visa issue is resolved.

Kindly let me know the necessary steps I need to follow to complete this process. I appreciate your understanding and assistance in this matter.

Thank you for your attention to this request. I look forward to your positive response.

Yours sincerely,  
Ms. Sufiya Khan  
Passport No. B6919123  
Student Number. Q1091925

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