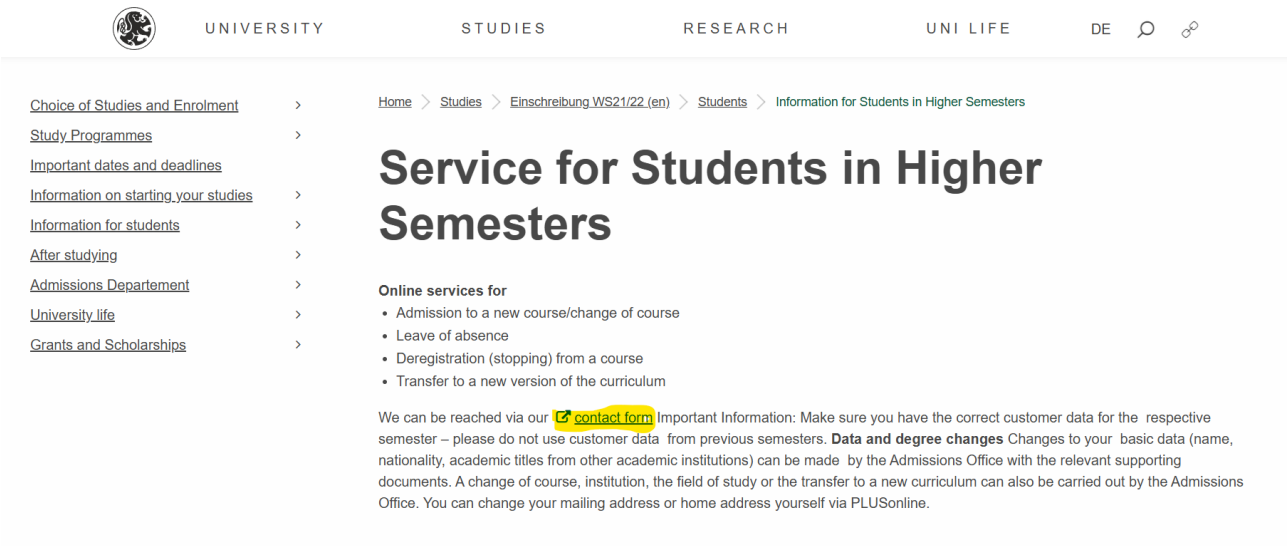
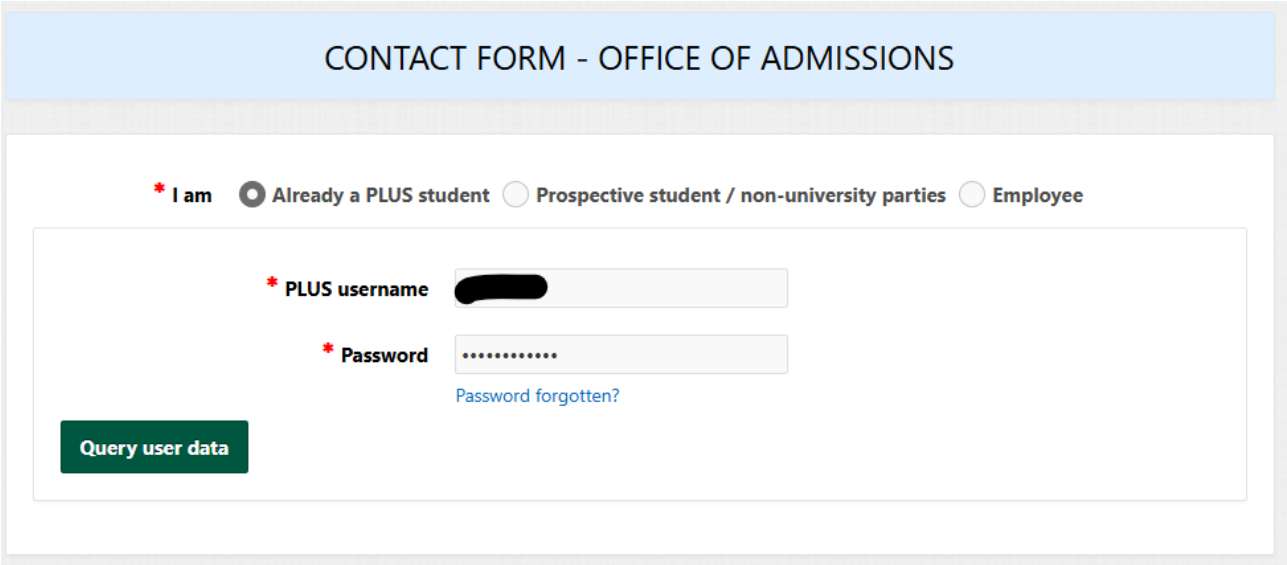
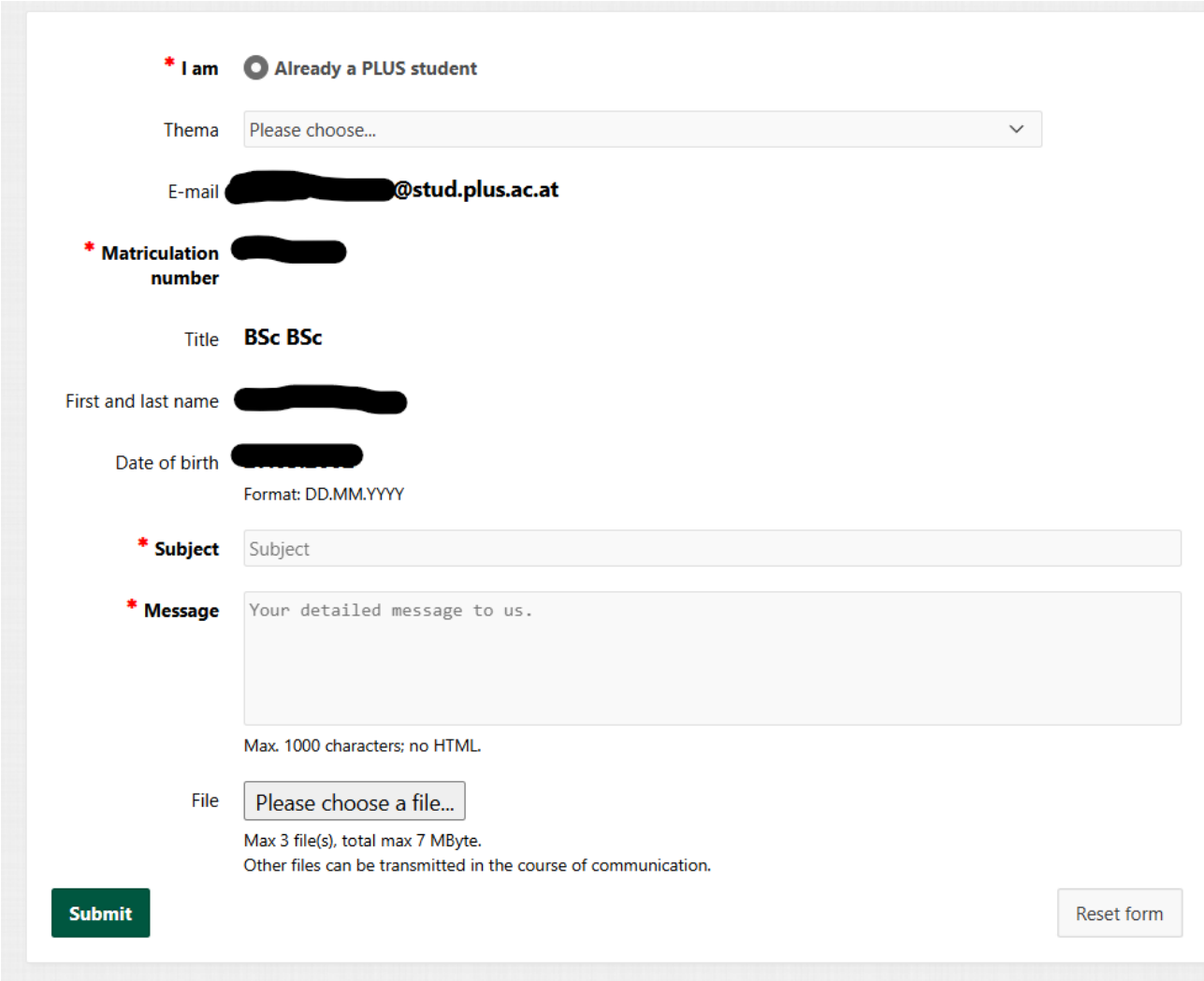
Go to https://www.plus.ac.at/studium/einschreibung-ws21-22/studierende/information-for-students-in-higher-semesters/?lang=en and click on „contact form“



The following website will be opened:

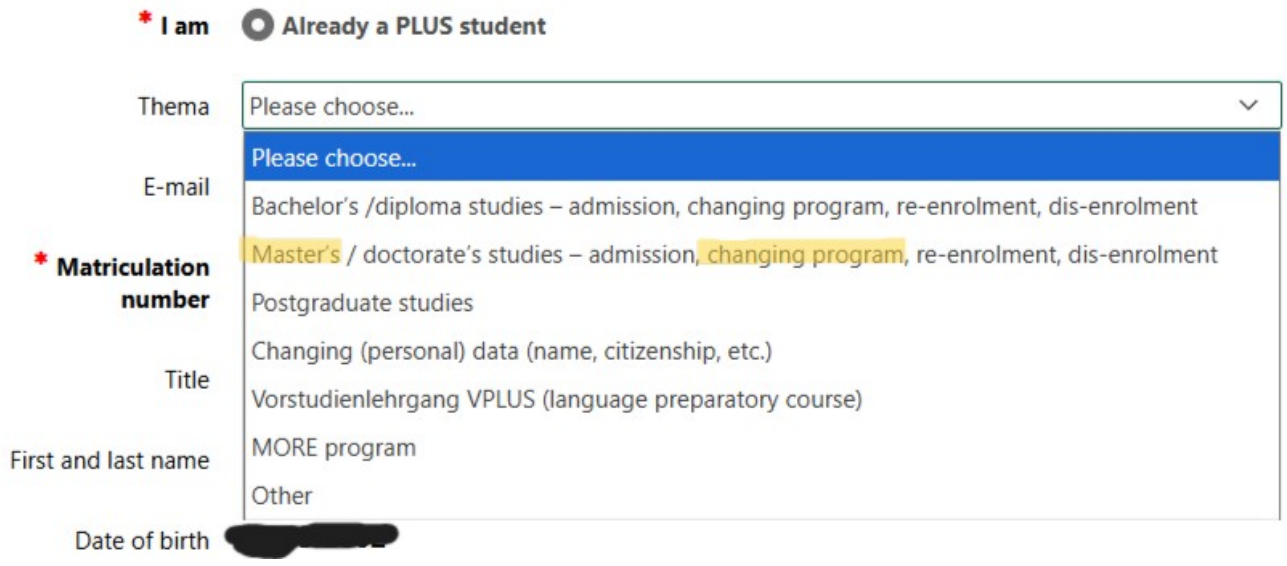


Click the option „already a PLUS student“ and add your credentials to log in (click query user data). A window with all your personal information, i.e. full name, matriculation number, etc. will open up.

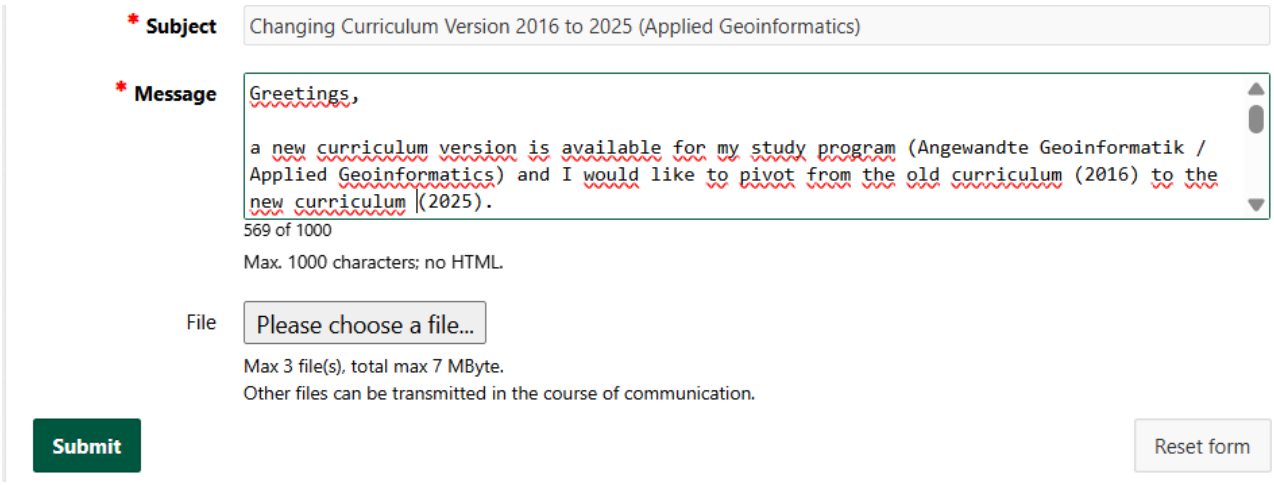


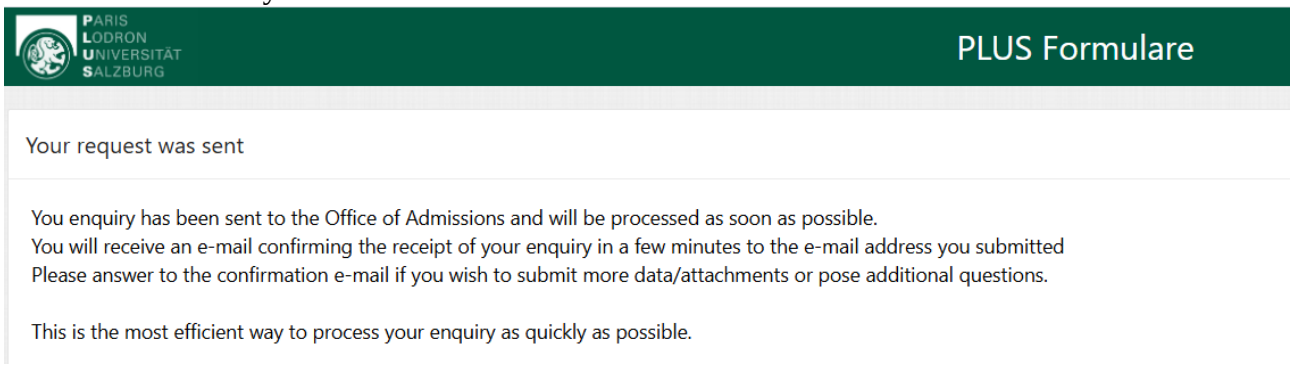
Here in this window you have to click the option „Thema“ above your e-mail address and choose the service you want to use.

To change from the older curriculum to the newer version, please choose
„Master’s / … changing program …“ (it is highlighted in the picture below)
(if you are in a bachelor’s program and want to change to a new curriculum, click the option stating „Bachelor’s studies …“)



There is also a subject area and textbox in the bottom of the site where you are supposed to write what you need. The picture below shows an example.



Once you are done, press the submit button in the bottom left corner of the site. The office of admissions will know handle your request (this may take some time).

You will also see a confirmation window and receive a confirmation mail, when the process executes successfully.