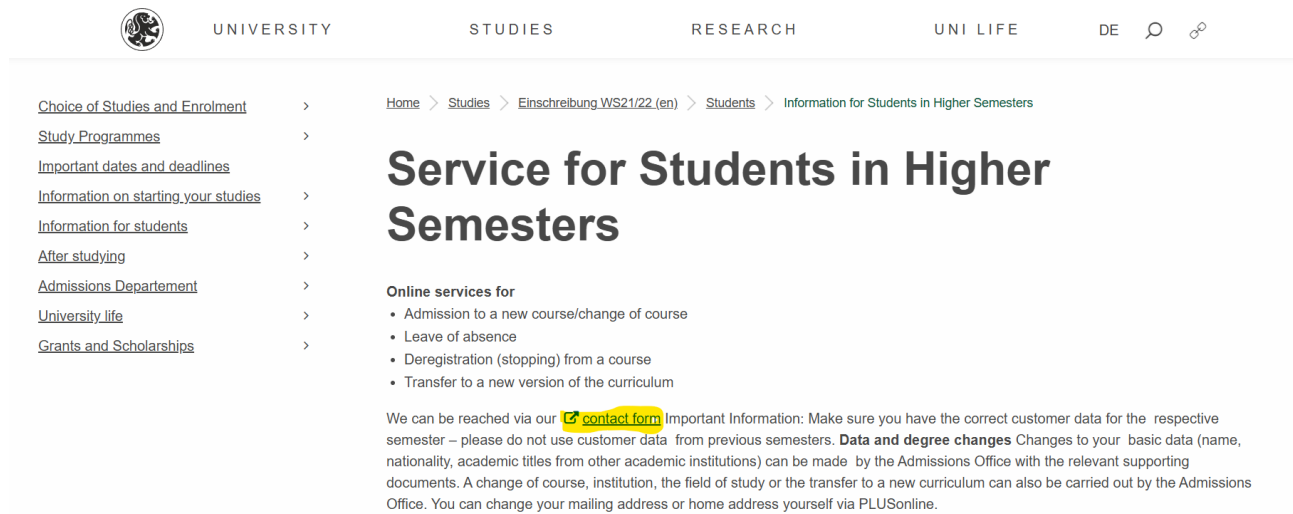


Go to <https://www.plus.ac.at/studium/einschreibung-ws21-22/studierende/information-for-students-in-higher-semesters/?lang=en> and click on „contact form“



The screenshot shows the PLUS University website. The header includes the PLUS logo and navigation links: UNIVERSITY, STUDIES, RESEARCH, UNI LIFE, and DE. A sidebar on the left lists various study-related links. The main content area is titled 'Service for Students in Higher Semesters' and includes a breadcrumb trail: Home > Studies > Einschreibung WS21/22 (en) > Students > Information for Students in Higher Semesters. Below the title, there is a section for 'Online services for' with a list of services: Admission to a new course/change of course, Leave of absence, Deregistration (stopping) from a course, and Transfer to a new version of the curriculum. A paragraph below this section provides contact information and important information regarding data and degree changes.

Choice of Studies and Enrolment >  
Study Programmes >  
Important dates and deadlines >  
Information on starting your studies >  
Information for students >  
After studying >  
Admissions Departement >  
University life >  
Grants and Scholarships >

Home > Studies > Einschreibung WS21/22 (en) > Students > Information for Students in Higher Semesters

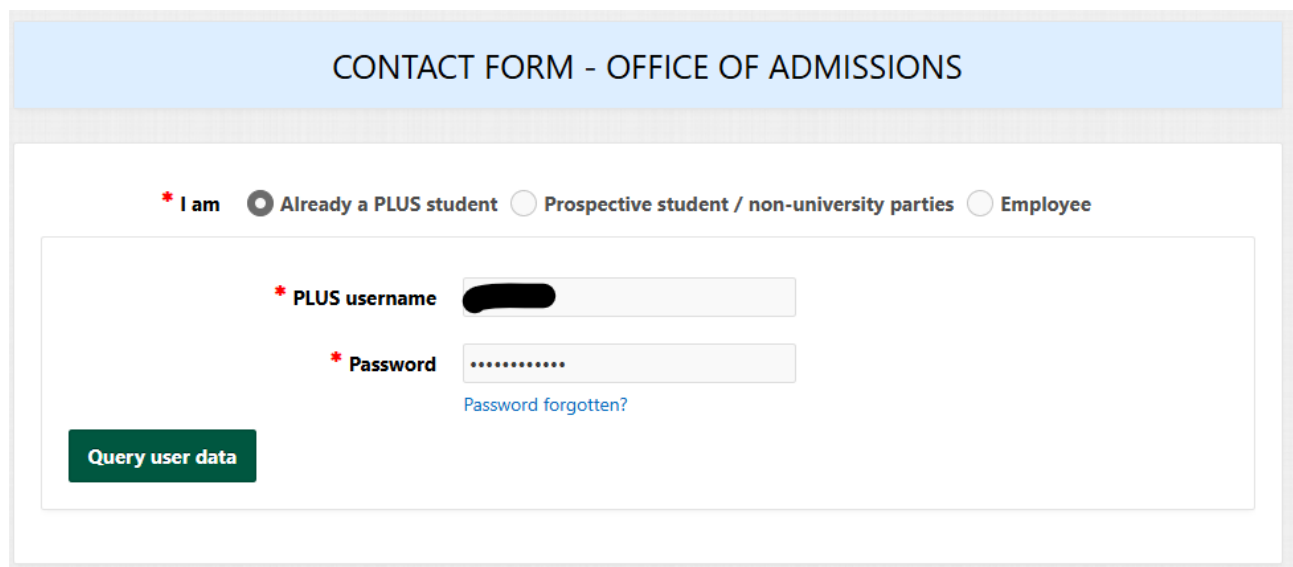
## Service for Students in Higher Semesters

**Online services for**

- Admission to a new course/change of course
- Leave of absence
- Deregistration (stopping) from a course
- Transfer to a new version of the curriculum

We can be reached via our [contact form](#). Important Information: Make sure you have the correct customer data for the respective semester – please do not use customer data from previous semesters. **Data and degree changes** Changes to your basic data (name, nationality, academic titles from other academic institutions) can be made by the Admissions Office with the relevant supporting documents. A change of course, institution, the field of study or the transfer to a new curriculum can also be carried out by the Admissions Office. You can change your mailing address or home address yourself via PLUSonline.

The following website will be opened:



The screenshot shows a login form titled 'CONTACT FORM - OFFICE OF ADMISSIONS'. It features four radio buttons for user selection: 'I am' (selected), 'Already a PLUS student' (selected), 'Prospective student / non-university parties', and 'Employee'. Below these are input fields for 'PLUS username' and 'Password', both marked with an asterisk. A 'Query user data' button is located at the bottom left. A link for 'Password forgotten?' is positioned below the password field.

**CONTACT FORM - OFFICE OF ADMISSIONS**

\* I am ☒ Already a PLUS student ☐ Prospective student / non-university parties ☐ Employee

\* PLUS username

\* Password

[Password forgotten?](#)

**Query user data**

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.

**\* I am** ☒ **Already a PLUS student**

Thema

E-mail

**\* Matriculation number**

Title **BSc BSc**

First and last name

Date of birth   
Format: DD.MM.YYYY

**\* Subject**

**\* Message**

Max. 1000 characters; no HTML.

File   
Max 3 file(s), total max 7 MByte.  
Other files can be transmitted in the course of communication.

**Submit** Reset form

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 ...“)

**\* I am** ☒ **Already a PLUS student**

Thema

E-mail

**\* Matriculation number**

Title

First and last name

Date of birth

**Thema**

- Please choose...
- Bachelor’s /diploma studies – admission, changing program, re-enrolment, dis-enrolment
- Master’s / doctorate’s studies – admission, changing program, re-enrolment, dis-enrolment**
- Postgraduate studies
- Changing (personal) data (name, citizenship, etc.)
- Vorstudienlehrgang VPLUS (language preparatory course)
- MORE program
- Other

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.

The screenshot shows a web form with the following elements:

- \* Subject:** A text input field containing "Changing Curriculum Version 2016 to 2025 (Applied Geoinformatics)".
- \* Message:** A large text area containing the message: "Greetings, a new curriculum version is available for my study program (Angewandte Geoinformatik / Applied Geoinformatics) and I would like to pivot from the old curriculum (2016) to the new curriculum |(2025)." The text is underlined in red. Below the text area, it says "569 of 1000" and "Max. 1000 characters; no HTML."
- File:** A button labeled "Please choose a file..." with the text "Max 3 file(s), total max 7 MByte. Other files can be transmitted in the course of communication." below it.
- Submit:** A green button labeled "Submit" in the bottom left corner.
- Reset form:** A button labeled "Reset form" in the bottom right corner.

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.

The screenshot shows a confirmation message from the University of Salzburg. The header is a dark green bar with the university's logo and name on the left, and "PLUS Formulare" on the right. The main content area is white and contains the following text:

Your request was sent

You enquiry has been sent to the Office of Admissions and will be processed as soon as possible.  
You will receive an e-mail confirming the receipt of your enquiry in a few minutes to the e-mail address you submitted  
Please answer to the confirmation e-mail if you wish to submit more data/attachments or pose additional questions.

This is the most efficient way to process your enquiry as quickly as possible.