

Leaflet on the UniCard Freiburg for employees of the Albert Ludwig University

Throughout the university, the UniCard serves as key for different services. Issue and use of the chip card are optional and exempt from charges.

Application UniCard:

Administration:

- Payment at copiers and special printers
- Time recording (ZUV, URZ, etc....)

Student cafeterias:

- Cashless payment

University library:

- Borrowing media
- Cashless payment of small fees

Access control:

- Access to buildings, rooms and parking lots if applicable

UniCard Freiburg – Questions and answers (also see <http://www.unicard.uni-freiburg.de>)

• Alternatives to the UniCard

Services in Student Cafeterias can also be paid for by means of a MensaCard (against a deposit). In the University Library, a chipcard is available for a charge (<https://www.ub.uni-freiburg.de/medien-nutzen-leihen/anmeldung-zur-ausleihe/>).

An anonymous UniCard **without** photo, UB account number and **without** first and last name can be requested for rooms and buildings with electronic access protection.

• What do I have to observe when reloading the electronic UniCard purse?

You can reload the electronic purse of the UniCard either by means of your EC card or with cash. For safety reasons, the maximum amount on the card is limited to 75.- €. The minimum amount to be loaded via EC card at the loading terminals or when paying cash at the service points in the student cafeterias is 10.- €. Loading the electronic purse is free of charge for the user.

Location of loading terminals: Entrance area of the Mensen (student cafeterias) and in the large cafeterias. In addition, the electronic purse can be reloaded at the cash desks in the Mensen and cafeterias.

Loading with cash: Service points in the entrance area of the Mensen.

• What to do in case of malfunctions or loss of the UniCard Freiburg?

In case of loss of the UniCard, it would be in your interest to immediately inform the person responsible for you in the personnel administration specifying the PUK number (see data sheet). Thereupon, the card will immediately be blocked. A replacement card is available for an amount of currently 10.- €. However, it must be observed that the electronic purse has to be treated like cash. This means that unauthorized persons can retrieve the amount loaded on the card after the loss of the card. The money on the card can therefore not be refunded.

In case of a defective card or malfunctions of the chip card terminals, please contact the personnel administration. Careful handling of the UniCard should go without saying.

• What do I have to do when leaving the University of Freiburg?

After leaving the University of Freiburg, the UniCard must be returned to the personnel administration.

In case of questions about your personal UniCard, please contact the person responsible for you in the personnel administration.