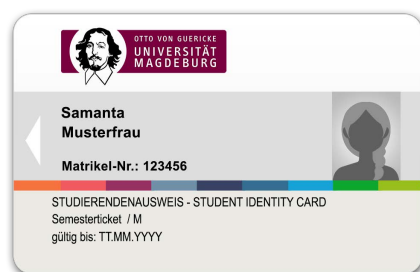


## UniCard

Student ID, semester season ticket, money card, copy card, library card



### CONTACT

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### OFFICE HOURS AT THE CAMPUS SERVICE CENTRE CSC

**Building 01**  
Mo to Thu: 9 - 17 | Fr: 9 - 14

### POSITION OF SELF-SERVICE TERMINALS

- Building 01 (CSC)
- Building 06 (ground floor, next to the lift)
- Building 10 (ground floor, next to the lift)
- Building 26 (at the entrance)
- Building 40 (entrance B)
- Study Dean's Office of Medical Faculty (Medical Campus/Building 2)

### Applications

The UniCard is a chip card which functions as a student ID and may be used as semester season ticket. The UniCard must be activated at the self-service terminal (SB-Station). The UniCard functions as money card (Mensa/refectory, photocopies), access control card and library card.

### Chip

The chip is the key for using the Department of Students' Affairs' data files. Card number, matriculation number, and library number are saved. There are not saved any personal data. The chip is integrated and invisible.

### Money Card

The UniCard can be used for making payments. It is possible to top up your electronic money charge with cash using the self-service terminals in the Mensa (refectory) and library. Payments may be made at the Mensa, library and for making copies.

### First Use

Having received your chip card you have to activate it at one of the self-service terminals. While being activated the valid semester data will be visibly printed on it.

### Re-Registration

The re-registration period is given on your „Studienbescheinigung“ (confirmation of studies). Re-registration for the next semester must be realized within the given time frame. Payment of the due semester fees can be done by bank transfer or SEPA direct debit. After each re-registration the chip card needs updating at a self-service terminal. For printing of study documents you have to use the students' portal: <https://lsf.ovgu.de>. If current valid data fail to appear on your chip card re-registration is impossible. In this case please contact the „Studentensekretariat“ (Students' Office). Changing of degree courses, granting of leave and exmatriculation are all dealt with at the „Studentensekretariat“ only.

### Printing of study documents

During enrolment your first study documents will be handed over to you by the staff of the „Studentensekretariat“. All further documents

have to be printed through the students' portal: <https://lsf.ovgu.de>. Therefore you have to use a password and an account. You have to activate your account under <https://wext.ovgu.de>. You may as well use for activation the self-service terminal at the university's computing centre (Rechenzentrum/URZ).

### Change of Address

Changes of (correspondence) address must be realized through <https://lsf.ovgu.de>, too.

### Semester season ticket

The „Semesterticket“ (semester season ticket) is a limited season ticket for use on public transport in the „Magdeburger Verkehrsbetriebe“ area for the period of the current semester. The charge for the ticket is included in the semester fee and is paid by all Magdeburg University students.

### Malfunction or loss

Loss or malfunction of your UniCard must immediately be reported to the „Studentensekretariat“. A cash charging malfunction must be reported to the „Studentenwerk“.

Error 448 occurs in case of early interruption of the reading or printing process at one of the terminals. Error correction is only possible by putting the card on the respective terminal again and having the process finished.

Blocking of your UniCard can be realized at the „Studentensekretariat“ only. A blocked card cannot be used for any process any more. On payment of a fee according to the university's scale of fees you can get a new card.

Loss of the card means loss of money charged on it. For data protection reasons there is no record of the amount of money charged on the card.

### Please be careful with your UniCard.

**Do not bend it!**

**Keep it clean and do not use it if dirty!**

**Avoid extreme heat, cold or radiation!**