

## HOW TO USE YOUR STUDENT ID CARD (= UR-KARTE or Studierendenausweis)

After receiving the UR card, you must validate it at the corresponding terminals - only then it can be used. The machine will validate your card and print the validity period (=1 Semester) on it.

At the end of a semester, after successful re-enrollment, you can validate and update your card for the following semester. Please note: Without a valid date, your student card is invalid and cannot be used!



There are **terminals** to do so (see photo on the left) everywhere on campus. You can find them in the following spots:

- Philosophie/Theologie building, first floor
- Biologie, new building, room DE.0.129
- Chemie: in front of H48
- Physik: in the area of the Cafeteria
- Sportzentrum: by the entrance
- Verwaltungsgebäude: waiting section by the entrance
- Zentralbibliothek Infozentrum (central library)
- Sammelgebäude, main entrance by the lecture hall
- Klinikum building H5, room 1.22 (library)



Just put your card into the opening of the terminal (right side) and it will be validated automatically. You can use the same validator for purchasing sport center passes and printing coupons. Put the card on the black slot and use the screen to choose between options.

### Re-enrollment

To stay enrolled, you must re-enroll by transferring the semester fee. The exact period for the re-enrollment and the amount of the semester fee will be published on the homepage of the Registrar's Office. They will also send you an e-mail reminding you of the deadline and informing you of the payment details. **Therefore, please check your UR student e-mail address regularly.** You can find out whether your payment has already been booked in the **SPUR student portal** (log in → my studies).

### The UR- card as cafeteria and mensa card

You can charge the card with money at the charging points. Simply hold your card in front of the slot. The display will first show you the current amount on your card. You can now upload more money on your card by inserting 5, 10, 20 or 50 € bills or by choosing the desired amount on the screen and then inserting your debit- or credit-card. At the end of the transaction, the new amount appears on the display.

### The UR - card as library card

The UR card is also the library card. You will find its user number (Bibl.-Nr.) on the back of the UR card below the barcode. To order media in the Regensburg Catalogue ([www.regensburger-katalog.de](http://www.regensburger-katalog.de)), you must log in with your user number and password.

### The UR- card as a bus ticket

You can use all the busses (and trains) in the whole RVV area. For more information have a look at the public transportation sheet.

### What to do in case of card loss?

If you have lost your card, please contact the Registrar's Office. Your lost card will be blocked immediately and you can get a replacement card directly. They will charge 10 euros.

### Repayment of remaining balance

After completing your research, you can have any remaining credit balances refunded to you at the Mensabüro (= mensacard office).