

Fact Sheet

Unicard



How to receive Your UniCard

After matriculating at the University you will receive the UniCard automatically by post. If you do not have a German address, your card will not be sent to you but will be kept at the UniCard Office (Student Service Center, Sedanstraße 6) for you to pick up. The UniCard will be valid for 5 years - unless you complete your studies earlier than that (which as a Master student would be the normal case).

If you should not get the UniCard within 2-3 weeks after matriculation, please go to the UniCard service desk in Sedanstraße 6. It often happens that students do not give their complete address to the university administration when enrolling (for example, when you live in a student dorm, your address is only complete if it contains the street, house number, floor number and room number as well as the zip code and the city). Or, sometimes the student's name is not stated on the mailbox. In these cases, the postman will return the letter to the sender.

Functions and features

- Your UniCard is your student ID card
- Cashless payment in the Cafeterias ("Mensen")
 - In order to pay with your UniCard, it must first be loaded, meaning it needs to have a positive balance
 - You can load your UniCard through use of your EC bank Card at the add-value terminals. Information about where to find add-value terminals and cashless payment can be found under the following address:

<http://www.swfr.de/en/food-beverages/chip-card/load-up/>



- Library User Card

The University Library ("Universitätsbibliothek" = UB) account number on your card is only valid after having registered online. To register, click here (website is in German):

1. Click on "Ausleihkonto" (right hand side)
2. Enter your university user name and password
3. Scroll down and click on "UB-Konto mit Unicard neu eröffnen"

- Entrance to Buildings and Rooms

At the Faculty of Engineering, you can enter some buildings and rooms outside of the normal opening hours by using your UniCard. Your UniCard should already be activated for entering the TF computer labs after closure. If not, please go to the Dean's Office (Dekanat), Mrs. Diring (building 101, top floor) and ask her to check your card.

- User ID for copy machines

At the Faculty of Engineering, you can use your UniCard at the copy machines. The copying costs will be deducted from your UniCard balance.

- RVF Semester Ticket for Public Transportation ID Card

- If you have an RVF Semester Ticket, you always have to have your UniCard and an official ID (e.g. your passport or residence permit) with you
- If you did not buy the semester ticket online, you also have to carry – in addition to the UniCard and ID – a certificate of enrolment ("Studienbescheinigung"). Otherwise, your semester ticket is not valid and you will have to pay a fine.

For more information, please contact the UniCard team at:

University of Freiburg
- UniCard -
Sedanstraße 6
79098 Freiburg
Tel.: +49 761 / 203 -8893
Email: unicard@uni-freiburg.de

You can find out the current office hour times on the internet site: