



RUPRECHT-KARLS-
UNIVERSITÄT
HEIDELBERG

Newsletter: New Student Identity Card

Dear student,

as you may have heard, Heidelberg University has introduced a new multi-functional student identity card. From May 9th onwards, this student ID card will be issued for all students who have not yet got one.

Next to the function as your student ID, this new card will also



- allow you to access all services of the University Computer Center (“Universitätsrechenzentrum”) and the University Library (“Universitätsbibliothek“) which you need to log on for, by using the UniID printed onto the card.
- serve as your University Library card.
- allow you to pay at the copy machines and in the student cafeterias of the *Studentenwerk*.

If you pick up your new student ID card between **May 9th and June 1st, 2011**, there will be no charge. If you pick up your new student ID card after that time, or if you need a replacement card, there will be a charge of €10. Please note that from the winter semester 2011/12 onwards, the current student ID card (paper card) will not be issued anymore.

Your current student restaurant card will be valid until the end of 2011; to get back your (possibly paid) deposit fee you may ask for at the information desk of the “Studentenwerk” (Triplex Mensa, University square).

If you are unable to pick up your new student ID card during the above-mentioned time period, you can authorize a third party to pick up the card for you. This person will need a written certificate of authority signed by you as well as all documents listed below.

In exceptional cases (if you are spending a semester abroad or are ill), you can make a special appointment with the official in charge (“Sachbearbeiterin”) at the International Students Office (“Akademisches Auslandsamt”). This date can be arranged via e-mail.

In order to get your new student ID card, please follow these steps:

1. Upload your picture

Upload a digital photograph of yourself via the LSF portal (**My functions** → **General administration** → menu item “**Upload student identity card picture**“). Information on the upload and details on the required format of the photograph can be found in LSF.

2. Sign up for a pick-up date in LSF.

3. On the date you signed up for, bring your current student ID (paper card) along with your valid personal identity card or passport to the

Central University Administration Building, Seminarstraße 2, Ground Floor, left wing (Service Portal)

Technical questions can be asked via e-mail: sos-team@listserv.uni-heidelberg.de.

Questions concerning your studies will be answered by our Telephone Portal: 06221/545454.

Best regards

Your Student Administration