

## CampusCard

The CampusCard is the multifunctional chip card used by members of the University of Passau. It is similar to a student ID and gives you access to all services at the University. To get a CampusCard, please send us an e-mail ([researchmobility@uni-passau.de](mailto:researchmobility@uni-passau.de)), so you can fill in the form for the application and we can send it to the appropriate department.

The CampusCard offers the following functions:

- ▶ electronic wallet for refectory and cafeteria meals
- ▶ electronic wallet for copying and printing on campus
- ▶ library card
- ▶ locker access
- ▶ access card for the Sports Centre
- ▶ access card for specific buildings (please apply separately to enable this function)
- ▶ access card for the underground student car park, Innstrasse 27/29 (please apply separately to enable this function)
- ▶ semester bus pass (only when validated at a card validation terminal; student version only)

Documents you need to get a CampusCard:

- ▶ Photograph
- ▶ Filled in form

## CampusCard Versions

Personalised CampusCards for doctoral students (orange)

The CampusCards issued to students can be used as student ID cards, as they include the following personal information:

- ▶ Photograph, family name, given name(s) and title
- ▶ Matriculation number
- ▶ Card number
- ▶ Valid-until date
- ▶ Library user number



### Personalised CampusCards for University staff (grey)

Employees of the University of Passau receive a personalised staff version of the CampusCard. These cards contain the following details:

- ▮ Photograph (optional)
- ▮ Your name and title
- ▮ Card number
- ▮ Library user number
- ▮ Dual status:

If you are both an employee of the University and an enrolled doctoral student and have opted for the employee version of the card, you may request an additional paper student ID card from the Student Registration Office.

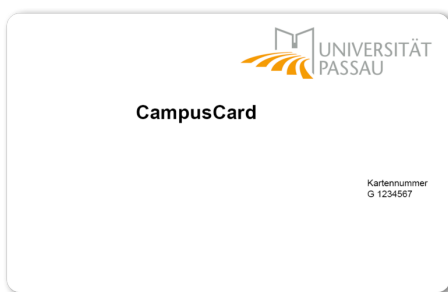


### Cards for specific CampusCard functions

The University issues the following alternative media, e.g. to guests of the University or to give CampusCard holders access to specific functions to which they are entitled but which are not covered by their version of the CampusCard:

- ▮ Printer-copier cards (aka white, non-personalised CampusCards)
- ▮ MensaCards for the refectory and cafeterias
- ▮ Green library user cards
- ▮ Paper 'leprello' student ID

The MensaCards can be obtained at the visitors' card machine (the one with the blue screen) in the foyer of the refectory (M, Innstrasse 29). The green library cards (for doctoral students) are available at the library's service desks.



### CampusCard for doctoral students

Are you both a matriculated doctoral student and a University staff member?

If you have both an employment contract with the University and matriculated status, you have to choose between the student ID and the staff version of the CampusCard. To help you make your choice, the conditions of each card version are explained below:

### Orange CampusCard for doctoral students

- ▶ Student prices in the refectory
- ▶ Semester bus pass ('Semesterticket')
- ▶ Student ID card
- ▶ Building/locker access function
- ▶ University library user card:

The doctoral student status, which you can apply for with the library card team, allows you to borrow reference media from the reading rooms for longer periods. However, please note that a fee is charged for overdue notices and interlibrary loans when borrowed using this type of library user card.

- ▶ If you require a staff ID card, the Human Resources Division will issue one for you. However, you have to create it on Stud.IP.



#### Please note

- The CampusCards are printed once a day until 11 a.m.  
The CampusCards are handed out at 'the window' in the foyer of the Administration (VW) building:  
Mon–Fri 9 a.m.–12 noon

### Grey CampusCard for University staff

- ▶ Staff prices in the refectory
- ▶ Semester bus pass: upon application, the Student Registration Office will issue a paper-based student ID card for each semester.
- ▶ Student ID card
- ▶ Building/locker access function
- ▶ University library user card: You can borrow reference media from the reading rooms for longer periods and interlibrary loans are charged to the professorship/chair. There are no fees for overdue notices.
- ▶ Staff ID card (only CampusCards with a photograph)

### CampusCard Offices

#### CampusCard office

Innst. 41, room 004 VW  
Mon 10 a.m.–12 noon  
Tues–Thurs 9 a.m.–12 noon  
Closed on Fridays

#### For Students

Beate Seidel  
Innstr. 41, room 007 VW  
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#### For Staff

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