

## The KU.Card – much more than just a student ID card

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The Catholic University of Eichstätt-Ingolstadt (KU) introduces the KU.Card in the upcoming 2018/2019 winter semester. The KU.Card is a chipcard replacing the old collection of paper cards, library card and canteen card. Information on the new KU.Card includes the student's last name, first name, date of birth, photograph, student registration number and user ID and identifies the holders as members of the Catholic University of Eichstätt-Ingolstadt.

When is the KU.Card issued?

- Newly enrolled students will receive their KU.Card at the beginning of the semester.
- Students who have already been enrolled at the KU in the 2018 summer semester (or earlier) will receive an e-mail notification in October that they can upload their photo at [card.ku.de](https://card.ku.de). Their KU.Cards are issued in December 2018.

## Functions

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**Student ID:** Use the KU.Card in order to provide proof of your student status (e.g. for identification in examinations or for student discounts on entrance fees etc.)

**Library card:** Use the library user number and barcode on the back to borrow books from the University Library ([Use the University Library](#))

**Canteen card:** Use your KU.Card to pay for meals in the canteen of the Studentenwerk Erlangen-Nürnberg; you can load money onto your KU.Card at the available terminals ([Studentenwerk](#))

**Printing/copying and scanning:** You can use the printing terminals at the KU and pay for your prints and copies cashless with your KU.Card ([KU Printing systems](#))

## How to use the KU.Card

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In order to be able to use your KU.Card as identification document for examinations, you will have to upload a picture at [card.ku.de](https://card.ku.de). Please note that the picture must correspond to the following specifications (similar to a passport photo):

- At least 35x45mm or 132x170px upright format
- File format: .jpg or .png
- Head must be in the center of the photo, look directly into the camera, neutral facial expression, mouth closed
- Picture must be colorfast; plain light background
- Picture must not be older than three months
- All facial areas must be in focus with high contrast and evenly lit
- Head must not be distorted or modified in picture (no mirror inverted pictures, no changing of proportions etc.)

If you upload a picture which does not correspond to the requirements or a picture of another person, you will not be issued your KU.Card. The costs for production of a new KU.Card are € 15 and will be charged to you.

## Validation

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After receiving your KU.Card, you will have to validate it at one of the validation terminals. Upon validation, the validity date will be printed on the back of the card. When the KU.Card is first issued, a date might already be printed on the back. This means that you do not have to validate your card at the terminals for the current semester.

**Please note:** Without the date printed on the back, the KU.Card is invalid and cannot be used as student ID.

The KU.Card is valid until the end of the respective current semester. Following successful re-registration, you can then re-validate your KU.Card and extend validity for the following semester: As soon as you have successfully transferred the semester fees (€44.50) within the re-registration period, you are successfully re-registered for the following semester. As a rule, it takes up to five days to process your bank transfer for your re-registration; afterwards, you will be able to extend validity of your KU.Card for the next semester at a validation terminal.

## Where are the validation terminals located?

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### Eichstätt:

Sommerresidenz: Student Office, room 004

Canteen: 1. First floor entrance

Main Library: Ground floor UA, next to toilets

### Ingolstadt:

Main Building: HB U09 in printing room in basement floor near the lockers

Main Building: Library, near the lockers

## In case of loss or damage

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If you have lost your KU.Card you will have to report the loss online at

<https://card.ku.de/>

and block the card. You can also unblock the card on this website if you found it again.

If a new KU.Card needs to be issued, you will generally be charged € 15 euros (unless the card has to be reissued due to a defect). This amount is immediately payable, either by bank transfer or in cash in the cashier's office. As soon as a new card is printed, the old card loses its validity. Any money still available on the old KU.Card will be transferred to the new card. For security reasons, the amount will only be transferred to the new card after 35 days.

You can update your photograph using the above portal before a new KU.Card is issued.

In case of technical problems with your KU.Card, please contact the Student Office.

## Termination of your studies

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Your KU.Card will lose its validity on the day of your de-registration.

A re-validation of the card as well as charging money to the card will be impossible after that date. If you try to re-validate the card, the word "invalid" will be printed onto it.

Any credit balance charged to the KU.Card must be used up before de-registration. After de-registration, the remaining amount on the KU.Card will be refunded by bank transfer once the KU.Card is returned. If you wish to submit a corresponding request, please use the form provided by the Studentenwerk on its [webseite](#).

After completing the form, please hand it in together with your KU.Card either in the Eichstätt or the Ingolstadt Student Office.