

## UNICARD for Students

[www.unicard.unibe.ch](http://www.unicard.unibe.ch)

Enclosed is your UNICARD, your student card of the University of Bern. As well as being an ID card the UNICARD also functions as a library badge, as an access badge and as a means of payment.

### Appearance and features of the UNICARD



#### Front

The upper part of the card is **printed permanently**:  
Photo, family name, first name and date of birth

The lower part consists of a **re-writable section**:  
It contains the current matriculation data (details see below).  
The validation section is blank before the initial validation.



#### Back

Upper part: **Field for your signature**

Lower left: The "swissuniversities" logo and the optical characteristics (the four black position marks), which ensure that the card is inserted correctly in the validation terminal.

Lower right: The barcode (corresponds to the matriculation number) serves as a library code.

The UNICARD must be validated at a validation terminal in order to make it fully valid.

The following information will be printed during a validation:

- student category
- student union membership status
- matriculation number
- faculty
- semester
- validity
- the capital letter "S" for students
- If on leave of absence, "beurlaubt"
- If you are studying and working at the University of Bern, "Mitarbeiter(in)" is also printed on the card.

**For the whole period of studies there is one UNICARD.**

For replacement cards, a contribution of CHF 25 is required which can be paid at the information desk of the Admissions Office; please bring the appropriate amount.

## Validation and Validity

At the earliest 6 working days after you have paid your fees and not before 1 August for the autumn semester and 1 February for the spring semester the UNICARD can be updated at one of the numerous validation terminals.

Validate your UNICARD at least once per semester, preferably when lectures begin. If you have a foreign home address, the Admissions Office will take care of the initial validation of your UNICARD.

In addition to the UNICARD you receive a certificate with 4 registration slips. Until the UNICARD has been validated, a registration slip with the UNICARD serves to confirm your registration for the coming semester.

After validation with up-to-date data your UNICARD can be loaded with money (banknotes CHF 10 to CHF 300) at chargers. Thereafter you may use the UNICARD within the University of Bern and the PH Bern as means of payment in student restaurants, libraries and for copying and printing on Uniprint multifunctional printers.

You can check the available balance on the UNICARD at any time on a charger or a UNICARD terminal. The last ten transactions can also be called up at the UNICARD terminal.

## Additional information and locations of ...

● UNICARD terminals	<a href="http://www.unicard.unibe.ch">www.unicard.unibe.ch</a>	→ EN → Validation and Validity	→ Locations of Validation Terminals
● UNICARD means of payment	<a href="http://www.unicard.unibe.ch">www.unicard.unibe.ch</a>	→ EN → Use as a Means of Payment	→ Charging the card with credit → UNICARD Cashless → Locations of the chargers and cash registers
● Uniprint printers	<a href="http://www.uniprint.unibe.ch">www.uniprint.unibe.ch</a>	→ EN	

## After withdrawal from the university

the UNICARD cannot be validated with new data. Remaining balances can be used up or within 120 days after withdrawal from the university (at the end of semester: 31 January or 31 July) a claim for refund of CHF 25 or more can be made. The refund will only be transferred to a Swiss bank- or post account. 240 days after withdrawal from the university balances under CHF 25 and balances which are not reclaimed will be transferred to "Stiftung Sozialkasse".

The **form** for the refund can be downloaded from the UNICARD website ([www.unicard.unibe.ch/refund](http://www.unicard.unibe.ch/refund)); it must be handed in at the Information desk of the Admissions Office [www.zib.unibe.ch/contact](http://www.zib.unibe.ch/contact) within 120 days.

Keep your UNICARD, if you plan to resume your studies after a break.

Please do also observe the terms of use. This document as well as information about innovations and adaptations of the Unicard system are published at [www.unicard.unibe.ch](http://www.unicard.unibe.ch). Please report problems and suggestions to [unicard@id.unibe.ch](mailto:unicard@id.unibe.ch).

## UNICARD, your library badge

You can use your free library account, please register at the following link:

<https://registration.slsp.ch> (swisscovery – Registration (slsp.ch))

For the registration process you will need an edu-ID account, should you not have an edu-ID account, please create one during the registration process.