



Dear students,

The UniCard is your student ID card at the University of Leipzig. You can find further information concerning your UniCard on <http://www.zv.uni-leipzig.de/studium/studienorganisation/unicard.html>

Your UniCard is only valid with an **imprint for the current semester**. Each semester – after your re-registration (Rückmeldung) for the following semester - you need to update this imprint at a terminal of validation (Validierungsstation). Insert the UniCard only when the green arrow button is flashing, as indicated on the machine. The terminal takes in the UniCard and hands it out after 15 sec with an updated imprint.

Besides the period of validity the imprint also contains information about your payment of the **basic amount for the semester ticket** (Sockelbeitrag). If it says "SB" on your UniCard, you can use the public service vehicles of the Leipziger Verkehrsbetriebe (LVB) during night and on weekends free of charges. If you would like to use the busses and trams of the LVB all-day, you can buy additionally the semester ticket. Further information can be found on <http://www.studentenwerk-leipzig.de/semesterticket/>

On the UniCard, there are **two accounts**: One for the cafeteria (Mensa) and one for the copying service. You can charge and add money to your accounts in cash only, and at machines marked as such (Aufladegeräte).

Your **library number** is indicated on the backside of your UniCard. You need this number to check out books in the various libraries of the University of Leipzig.

Together with your temporary confirmation of registration (Immatrikulationsbescheinigung) you receive your **access data** for the self service in the internet on <http://sb.uni-leipzig.de>. On this website you are able to print confirmations of registration, to change your address, to manage your transaction numbers (TAN) and **to re-register** yourself for the following semester. (You have lost your access data? Please turn the page!)

The re-registration for the following semester has to be done within the stipulated period. For the winter and the summer semester the main period for the re-registration lasts from June 1st to July 31st and from December 1st to January 31st. The extension of time lasts from August 1st to August 15th and from February 1st to February 15th. The re-registration takes place through the payment of the semester fees respectively contributions (Semesterbeitrag bzw. Gebühren). You can re-register yourself on the self service portal in the internet (<http://sb.uni-leipzig.de>). To exceed the time-limit for re-registration may lead to a removal from the register of students in restricted courses of study.

If you want to continue your studies in the following semester with a **claim for suspension** or **change of your course of study**, please contact the International Centre/Akademisches Auslandsamt, Goethestr. 6, room 430.

After your removal from the register of students (Exmatrikulation), the UniCard will lose its function as a student identity card. You can turn in your UniCard and apply for the refund of the bail within 2 semesters after removal from register. However, this is not compulsory.

Yours,

UniCard Team

July 2011

Did you forget your password?

Enter backward channel ("Rückkanal") in advance so a new password can be send.

In the letter head of your certificate of enrolment you can find your access data (username and password) to login for the internet self service of the University of Leipzig as well as the university e-mail address.

What needs to be done if you forgot your password?

Only the student who registered in the backward channel receives a new password.

Backward channel available

When necessary, please appeal to ldapadm@uni-leipzig.de and indicate your **Login** (studserv) and your **enrolment number**.

Backward channel not available

Without registered backward channels you have to pick up your new password personally at the Netz-Helpdesk in the Johannisgasse 26. (see <http://www.urz.uni-leipzig.de/lageplan.html>)

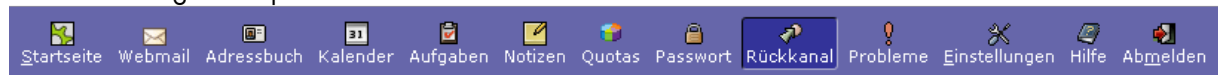
Enter backward channel

Enter in the Web-Browser <https://mail.uni-leipzig.de> and choose studserv:

Willkommen bei UL-Portal

E-Mail-Server	<input type="text" value="studserv (imap)"/>
Benutzername	<input type="text"/>
Passwort	<input type="password"/>
Sprache	<input type="text" value="Deutsch"/>
Modus	<input type="text" value="Traditionell"/>
<input type="button" value="Anmelden"/>	

Please enter login and password and afterwards chose "backward channel" in the menu bar



and make at least one input:

1. E-Mail-Adresse:	<input type="text"/>
2. E-Mail-Adresse:	<input type="text"/>
SMS Tel.-Nr.:	<input type="text"/>
Fax Nr.:	<input type="text"/>

A forwarding of the new password might happen via all the above mentioned backward channels. Hence, please be aware of the actuality of your data.

Change password

You can change your password via <https://ldap.uni-leipzig.de>.

Advice for students / studserv-User

If a new password is set, this will be valid for the self service system in the internet and for all services at the datacenter.

Information can be found on <http://www.urz.uni-leipzig.de/imp-faq.html>.