

The University Card Service: Terms and Conditions

1. What is the University Card?

The University Card looks like a credit card with a photo. The card in circulation is the contactless chip card, where the chip is not visible:

Everybody now receives a contactless chip card and may receive an [ACCESS ONLY](#) card which is for use by visitors, contractors, for conferences, park and cycle, and students that are here for less than 3 months. The current charge is £4.50 .

2. What does the card do?

The card identifies University students and staff, provides access (e.g. to libraries) and use of services (e.g. charging for meals). Services vary within each Department or College.

3. Who determines what my University Card can be used for?

The services available through the University Card are implemented on a site-by-site basis. Contact the Card Representative for your Department or College with all queries and to activate the access and service rights associated with your University Card. The Card Office can tell you who your Card Representative is when you collect your card.

- [Alphabetical Listing of Card Representatives](#) [.cam.ac.uk domain only]

If you are an undergraduate, please note that your photo may be used for identification on online supervision reports. Contact your Senior Tutor with any queries regarding this use.

4. What do I do if my card expires?

A replacement university card will not be issued automatically and it is the responsibility of the cardholder to request a new card from their representative no more than one month prior to its expiry.

5. What do I do if my card is lost, stolen or damaged?

If your card is stolen lost or damaged, ALWAYS contact your Card Representative to arrange for a replacement, see if there is a temporary card to use in the interim. Replacement cards will NOT be issued at the Card Office but sent to your Representative. Your Card Representative can advise if a charge will be incurred.

No access rights are associated with replacement cards. To set up access, see point 3.

6. How to activate your Library card.

Undergraduates: show your card to a member of Library staff.

Graduates: show your BGS confirmation letter and your card to Library staff.

Staff: show your card & letter of appointment to Library staff.

7. Data Protection

The information held for the University Card will only be used by the University of Cambridge and Colleges to confirm the holder as a member or employee of the University of Cambridge, to provide identification (for example, in the case of visitors such as short-term academic visitors, for the confirmation of entitlement to use facilities or for online supervision reporting system (CamCORS)). Your information will not be used for any other purpose unless you are notified beforehand. Your information will not be passed to any organisation outside the University or Colleges. If you have any queries please contact the University Data Protection Officer, email data.protection@admin.cam.ac.uk.

8. The University Card Office

Online information can be found at <http://www.admin.cam.ac.uk/offices/misd/univcard/>.

For enquiries contact univcard@admin.cam.ac.uk or call 01223 766908.

9. General terms and conditions

The University Card is issued to you by the University of Cambridge and remains the property of the University. The University Card Service reserves the right to terminate, cancel or request the return of the card at any time. The card must not be used by anyone other the named cardholder; lending the card is strictly forbidden. The card must be returned to your University Card Representative before you leave the University. Expired cards must not be used as they may be confiscated. By accepting the card you accept the terms and conditions outlined above.