

CHIP CARD / SEMESTER TICKET

1. Application for payback of money on your chip card:

Upon hand-over of the chip card we will give you the application form for payback of left money on the card (if necessary). The application form has to be handed in at the "Studentenwerk Potsdam" where the cash payoff can be done only (Hauptkasse, Friedrich-Ebert-Str. 4, 14467 Potsdam).

2. Application for refund of part of the fee for the semester ticket

If you go back to your home country before your semester ticket expires you may get back the money for the rest of the full months left.

Application form: https://astaup.de/antrag/antrag/antrag_sonst.php

Fill in the form by computer. The reason for application is "wegen Exmatrikulation".

Print out the form and don't forget to sign it. Send the form together with the confirmation of having given back the chip card to the AStA (Allgemeiner Studierendenausschuss):

Per post:	AStA der Universität Potsdam	or	AStA der Universität Potsdam
	Semesterticketsachbearbeitung		Am Neuen Palais 10, Haus 6
	Hermann-Elflein-Straße 10		14469 Potsdam
	14467 Potsdam		Germany
	Germany		

By fax: +49 331 977 – 1795

If you have a German bank account or one within the EU, the money will be transferred. For transfer to bank accounts within the EU the IBAN and BIC must be indicated on the Internet application form. If you're a citizen of a country outside the EU, the AStA will give you a cash check upon presentation of your identification or an authorisation (including a copy of the identification of the applicant). Please contact the AStA before your departure in order to organize the hand-over of the check.

In case you have further questions concerning the refund of part of the fee for the semester ticket please contact the AStA directly:

Web: www.asta.uni-potsdam.de/semesterticket/ E-Mail: semtixdb@astaup.de