Important Information regarding Mensa Guest Cards

As our student cafeteria (so-called “Mensa”, located in the E-building) is changing their payment system to a **cashless system** by using the student ID-card to pay. It is not possible anymore to pay by cash starting **on 7th September 2015 till you receive your student ID card on 17th September** (under the condition that your documents are complete). Therefore, there will be the possibility to get a guest card (in German: “Gästekarte”) for 10 Euro pledge in our Mensa. On this guest card you will be able to load money in order to pay inside the Mensa. A meal would cost 4.30 Euro and as soon as you have your student ID-card 2.30 Euro. You can get the guest card from the personnel of the Mensa.

There will be **two terminals** on the campus - one is located inside the Mensa (1st picture) and one is located in the A-building in the locker room (A 031, 2nd picture). At the terminal in the Mensa you can load money on your student ID-card only with bank notes (no coins!), whereas the one in the A-building only works with **EC-card** (debit card).

Always, insert your student ID-card first, then follow the instructions on the screen, choose the amount which shall be charged and finally insert your bank notes/EC card. When the machine confirmed your charge, remove your student ID-card from the terminal.

After you received your student ID-card, return the guest card to the Mensa personnel and get your 10 Euro pledge back. The process of loading money on your student ID card is the same as with the guest card.