



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT

# Getting my Athene-Karte ...



... as a student or an employee at TU Darmstadt

## 1<sup>st</sup> step:

**activate** the TU-ID as student or employee of the TU Darmstadt

## 2<sup>nd</sup> step:

upload a **photo** to the user administration. Please visit [www.hrz.tu-darmstadt.de/athenekarte](http://www.hrz.tu-darmstadt.de/athenekarte)

Go to: "How can I get my Athena Card?"

## Photo requirements:



- Ratio 3:4  
(e.g. 640×480 px)
- Single-coloured background
- Head and neck free

## Free photo station:

locations and office hours at our webpage (written in German): [www.hrz.tu-darmstadt.de/athenekarte](http://www.hrz.tu-darmstadt.de/athenekarte)

Go to "Photo"

## 3<sup>rd</sup> step:

after checking the image, a **notification** will follow by e-mail (max. 2-3 working days)

**If the image is rejected, please note the indications**

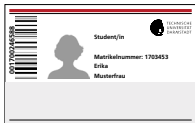
## 4<sup>th</sup> step:

notification for Athena card **pickup**

**The pickup is only possible personally with a valid photo ID**

**As a student:** pickup at the loan of ULB Stadtmitte

**As an employee:** pickup at HRZ-Service-Center Stadtmitte or Lichtwiese (depending on the location of the department/facility)



For more information visit [www.hrz.tu-darmstadt.de/athenekarte](http://www.hrz.tu-darmstadt.de/athenekarte)

valid from  
SoSe 2023