Updating university records

Updates	Official documentation required	Information about the process
Change of preferred name or nickname (class lists, iLearn, and student forums)	No	**Preferred Name on Campus Card** You can update your preferred name online via Service Connect through a Change Personal Details form. Once you've updated your preferred name with Service Connect, if you would like this change reflected in your student email address, contact the IT Service Desk. **Add a nickname in iLearn** This will appear in brackets between your first and last name e.g., Joseph (Joey) Bloggs. To add a nickname in iLearn: - Login to iLearn - Click on your name and select 'Profile' - Select 'Edit Profile' - Enter your nickname for Alternate name - Click 'Update profile' The changes **will** appear in iLearn, eStudent, exam and tutorial roles. These changes **won't** be reflected on transcripts, testamur or other official University documentation
Change of title	No	Submit a Change of Personal Details form and request one of the following titles: - Associate Professor - Dr - Miss - Mrs - Ms - Mr

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Email address change	No	To request your email address to be changed, please contact the IT Service Desk.
Macquarie University Parking	No	The vPermit and CellOPark (PAYG) systems do not require people to disclose their gender in the initial form. If you are updating your information in your already existing account, you can update your personal details (email, address, mobile, ID, registration and payment details) in your online account via the vPermit and CellOPark websites.
Change of legal name	Yes	To update your legal name in the Macquarie University systems, you need official documentation supporting your change of name. Once you have received your certificate, you can change your details in the University's systems through the Change of Personal Details form online or in person at Service Connect, 18 Wally's Walk, Wallumattagal campus. When submitting your application, you will need to use the Sensitive File Submissions portal to upload your official documentation. This change may take up to 15 business days to be updated in the system. If you are graduating soon, you may incur in charges (AUD $65) for the replacement fees if documents need reprinting. You can find more information about the steps in changing your personal details here. If you are an international student, you need to provide your passport in addition to other documentation. **These changes will be reflected on transcripts, testamur or other official University documentation including eStudent, exam and tutorial roles.**

Gender	Yes	Submit a Change Personal Details form. You will need to provide official documentation that you have legally made a change of sex. When submitting your application, you will need to use the Sensitive File Submissions portal to upload your official documentation. You can choose: • Male • Female • Gender Fluid – Nonbinary
Government support payments	Yes	If you are the recipient of government financial support, you may need to inform the funding government agency about your gender affirmation process as stopping your studies may also stop the government funding. If you have funding from a different institution or organisation, contact them to discuss your options.
Campus card – Legal Name	Yes	When you are changing your legal name, you will be asked if you need a new campus card. To request a new card simply type "yes" in the dedicated section of your online form. You can choose to have this sent to your address or to pick it up on campus. You can update your legal name via the Change of Personal Details form. Changes to official information such as your first name and/or family name (surname) require a certified photocopy of official documentation as supporting evidence.
Graduation ceremony	Yes	If you underwent a legal name change and updated your information in the university systems, your updated name will appear in the official documentation issued by the university. When you are about to graduate, you need to confirm in eStudent the name that will be issued in your official documentation. If you requested to change your details in the Macquarie University system, this information will appear in the official documentation issued by the university. Please contact graduation@mq.edu.au to corroborate the status of your documentation as soon as you receive your invitation to graduate.

		If you didn't legally change your name, your testamur and other official documents will be issued with your current legal name. **Note**. If you underwent a preferred name change only, you can request for your preferred name to be read out at the graduation ceremony and included in the program. Your testamur and other official documents will be issued with your current legal name. This does not require official documentation.
Testamur replacement with your updated legal name	Yes	If you have already been issued a testamur with your previous name, you can request a new one by filling the following forms to have it posted it to you (Name Change – Delivery) or to collect it from Macquarie University (Name Change – Pickup). To have your updated testamur issued, you need to return the previous one. New testamurs have an additional cost, and you may incur delivery fees. If you have already submitted a Change of Personal Details form, please provide the AskMQ reference number in the relevant field when submitting the request. To request a new testamur, you need to provide: • Official government-issued change of information documentation • Birth certificate • Marriage certificate • Driver licence (physical/plastic cards only) • Citizenship certificate or passport in updated given name International students must provide their passport in addition to the other supporting documentation. Students enrolled prior to 2008 must lodge their submission via email to graduation@mq.edu.au. If you have the original testamur that you want replaced, you will need to return it to issue the replacement. If your testamur has been lost or destroyed, or you never received it, you will need to provide a statutory declaration. This action takes 15 business days to be completed.