



External Student Campus Card Application

The campus card is required for library borrowing, library photocopying, internet access and identification at examinations.

Please read the following information and instructions before completing the second page of this form.

Section 1 – You need to give us your details

Fill in your name, student number, contact details and address

Section 2 – Campus Card Photo

Upload your own photo via [CaptureMe](#)

The photo must be recent and in a suitable format and appropriate style - a passport photo is a good example of the type of photo we require and we do allow a smile! Please make sure your photo is taken against a plain background. You will be notified by email when your photo is approved. If your photo is not suitable, you will be notified and will need to submit a new photo through CaptureMe.

- **Head coverings**

The photo must show you without any hat or other head covering, except for religious reasons. If you wear a head covering for religious reasons a photograph will be accepted but your facial features must be clearly shown.

Important

Please attach the certified copy of proof of identity (section 3) document to this form and return to:

Student Connect
18 Wally's Walk, C7A MUSE Level 2
Macquarie University NSW 2109
Australia

Section 3 – Proof of Identity

You will need to provide photo **proof of identity** by attaching a **certified copy** of one of the following documents:

- Australian Driver's Licence
- Passport
- Proof of age card

The proof of identity section of this form must be completed by a person in one of the categories listed below.

They must provide their name, address, contact telephone number and the date verified.

- **a Justice of the Peace** (please include registration number)
- **an Officer from the Australian Embassy, High Commission or Consulate** if you are overseas at the time of application
- **Australian Police Officer with a rank of sergeant or above**

Find a list of Australia's foreign embassy and consulate locations here:

<http://dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulates-overseas.aspx>

External Student Campus Card Application

Section 1 – Student Details

Student ID Number

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Family Name	Given Names
Address	
Phone No (business hours)	Email
Signature	Date

Section 2 – Upload your photo via CaptureMe

1. Please upload a recent photo of yourself using the [CaptureMe](#) system.
2. Make sure the photo is taken against a plain background.
3. We do allow you to smile in the photo.
4. See over the page for more details on using CaptureMe

Section 3 – Proof of Identity

Witness to certify one of the following documents:

- Australian Driver’s Licence
- Passport
- Proof of age card

Witness to sign this section

I declare that the piece of identification I have signed is a true photo of the person whose name and signature appears in Section 1 of this form.

Profession or occupation of witness - please select one:

- A **Justice of the Peace** (include registration number)
- An **Officer** from the Australian Embassy, High Commission or Consulate (if you are overseas at the time of application)
- Australian Police Officer** with a rank of sergeant or above (include badge number)

Signature of witness	Date
Name of witness	Phone number (business hours)
Address of witness	
Registration/Badge number	