What is a Student ID Card?
A Student Identification (ID) Card is required in order to access CQUUniversity campus facilities and to sit your formal examinations. It can also be used to access certain student benefits outside the University.

Your Student ID Card is a non-course specific form of photo identification that includes your full name, student number and mode of study e.g. internal or external, full-time or part-time.

Please note that a Student ID Card can only be generated after you have successfully enrolled for the term. Enrolment must be completed before submitting your request, as the card will reflect your study load at the time of printing.

How do I apply for a Student ID Card?
Applying for a Student ID Card is simple. You can do this online through the MyCQU Student Portal. First, you must sign in with your student number and password.

A quick link to the online form can be found here. Once signed in, you will arrive at the below page.
Click the icons to select ‘Replacement’ or ‘New Card’, ‘Pick up’ or ‘Post it to me’.

Should you lose or severely damage your card before expiry you will need to pay a $10 replacement fee and forward your receipt to the Student Advice Team. To pay a replacement fee please call our Finance Department on (07) 4923 2323 or visit your local location.

The next step is to select your location and then upload a photo.

From this page, use the ‘Browse’ option to locate the photo on your computer.

Please note that the photo you submit must meet the photo requirements below:

- Passport photo equivalent, i.e. head and shoulders, light background, directly facing the camera,
- Must be naturally coloured, and cannot be black and white or have any filters applied,
- Must not be retouched or digitally altered in any way,
- No hats or sunglasses and no hair covering your face,
- Photos must be taken on a phone or a camera (not a webcam),
- Photo needs to be saved as a jpg file (this is the default format for most phones and cameras).

When you have selected your photo, click ‘Submit Request’. You will receive a ‘Processing’ message with information about your request.

If and when your request is approved, you will see this screen to confirm it has been mailed or is ready for pick up.

Student ID Card
This document is uncontrolled when printed.
My Student ID Card has expired

If you still require a Student ID Card, simply apply for a new card by following the above process.

I’ve lost/damaged my Student ID Card

Should you lose or severely damage your Student ID Card before it expires, you will need to pay a **$10 replacement fee**. To do so, call our Finance Department on (07) 4923 2323, or visit your local campus.

Once proof of payment is received (via email to sat@cqu.edu.au), your Student ID Card will be processed and made available to you by your nominated method – collection from one of the listed campuses or posted to the address we have on record for you.

If your Student ID Card was stolen, the replacement fee will be waived upon receipt of the police incident documentation provided when you reported your stolen property. A copy of this should be emailed to sat@cqu.edu.au from your student email account, with your name, student number and Student ID Card documentation written in the subject line.

Who do I contact?

Should you have any questions regarding your Student ID Card or how to get one, please contact us.