

USI Application Form

USI Application/Verification Form					
<i>If you are completing this form electronically, press Tab on your keyboard to go to the next cell. The cell will automatically expand to accommodate your text. If you are writing, please write clearly. If you require help with this form please call 1300 310 491 for assistance.</i>					
Date:					
Name (Use your Legal Name – it must match the ID you have used or will use to create your USI)					
Title:		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Indeterminate <input type="checkbox"/>			
Last Name:			Given name:		
Date of Birth:			Gender:		
DAY MONTH YEAR			Male <input type="checkbox"/>	Female <input type="checkbox"/>	Indeterminate <input type="checkbox"/>
What is the address of your usual residence? (NOTE: Physical address where you usually reside not post office box)					
Street address:					
Suburb:		State:		Postcode:	
What is your postal address? (If different from residential address above)					
Street address:					
Suburb:		State:		Postcode:	
Contact details:					
Phone contact:			Email contact:		
Unique Student Identifier (USI):					
IMPORTANT: To receive your Qualification or Statement of Attainment on successful completion of your course, you will need to hold a valid USI. Select and complete one (1) of the following options.					
Option 1 – Already have a USI – Preferred option					
<input type="checkbox"/>	I already have a USI and I give ACTT permission to verify my USI.		My USI # is:		
or					
Option 2 (Creating own USI)					
<input type="checkbox"/>	I do not hold a USI. I will create my own USI account and provide my USI to ACTT along with permission to verify my USI prior to my course completion.				
IMPORTANT: To create your own USI visit: http://www.usi.gov.au/Pages/default.aspx					
or					
Option 3 (ACTT to Create USI – available only in the event you are unable to create your own USI)					
<input type="checkbox"/>	I am unable to create my own USI and I give permission to ACTT to create a USI Account on my behalf. I have provided ACTT with the document number of the following form of Personal Identification (ID) detailed below.				
<input type="checkbox"/>	Drivers Licence (Australian)	<input type="checkbox"/>	Overseas Passport (Current)	<input type="checkbox"/>	
Document Identification Number:					
Country of Birth		Town / City of Birth			

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IMPORTANT: For this service there will be a processing period of 5-10 business days.

Applicant Declaration

This section must be completed. If left blank, ACTT Application / Verification will not be processed.

I have read, understood and agree to ACTT's Unique Student Identifier Privacy Notice.

Name:

Signature:

Date:

ACTT Office Use Only

App Received:	<input type="checkbox"/> Yes	Date		USI Verified	<input type="checkbox"/> Yes	Date	
Verification Confirmation email sent to learner :	<input type="checkbox"/> Yes	Date		USI Not Verified	<input type="checkbox"/> Yes	Date	
ACTT Staff Member:						Date	
Admin Comments:							

For all USI Applications / Verification / Enquiries

Post to:
Level 16, 233 Castlereagh Street,
Sydney NSW 2000

Phone: 1300 310 491

Email: info@actt.edu.au