



Registered Training Organisation: 45445

CRICOS Provider: 03728B

UNIQUE STUDENT IDENTIFIER (USI) AUTHORISATION APPLICATION FORM

Policy code	USIF-001	Version 2.3	Effective date: January 2021
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What is a USI & why do I need one?

The Unique Student Identifier (USI) provides you with a portal in which your vocational education academic outcomes are recorded. It is populated through data which the RTO is required to submit to our governing bodies.

Under legislation from 1st January 2015, the RTO will be unable to issue a statement of attainment or qualification unless we have a verified USI attached to the student record.

How to apply for a USI?

You can use any one of the following methods to apply for a USI:

1. Directly through the USI website at www.usi.gov.au Once you obtain your USI, you must provide it to your RTO via info@stbasils.edu.au
2. The RTO can apply for a USI on your behalf. If you would like your RTO to apply for a USI on your behalf, please complete the details below and return it to the RTO Staff member.

AUTHORISATION TO APPLY FOR A USI ON STUDENT'S BEHALF				
Surname		First name		Middle name(s)
<p>Identification – please chose 1 form of identification and complete the details below for the relevant form of ID NOTE: <i>Original ID must be sighted, and a clear readable copy provided when returning this form.</i></p>				
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Australian Passport	<input type="checkbox"/> International Passport with Visa copy	<input type="checkbox"/> Immigration Card
<input type="checkbox"/> Birth Certificate (Australian)		<input type="checkbox"/> Aust. Citizenship Certificate	<input type="checkbox"/> Certificate of Registration by Descent	
<p>How would you like the USI registry to contact you? <i>Please enter the details relevant to your preference.</i></p>				
SMS (mobile number):		Email:		

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Letter/Post (postal address):

Option 1: Birth Certificate

Registration Number	Registration State	Registration date	Certificate Number	Registration year
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Option 2: Driver's License

License no:

License state:

Option 3: Medicare Card

Medicare Card Number	Individual Reference	Expiry date	Medicare Card colour
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Name 1 on Medicare Card

Name 2 on Medicare Card

Name 3 on Medicare Card

Name 4 on Medicare Card

Option 4: Visa

Passport Number	Country of issue
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Option 5: Citizenship Certificate

Stock Number	Acquisition Date
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Option 6: Passport

Document Number

Option 7: Immi-Card

Immi-Card Number

I hereby authorize the RTO to apply for a USI on my behalf:

Full Name:

Signature:

Date:

Please note: In accordance with section 11 of the Student Identifiers Act 2014, the RTO will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.