



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 03 9311 5180 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: | <input type="checkbox"/> | Mr | <input type="checkbox"/> | Mrs | <input type="checkbox"/> | Miss | <input type="checkbox"/> | Ms | |
| Surname: | | | | Given name: | | | | | |
| Date of Birth: | | | | | | Gender: | | | |
| DD/MM/YYYY | | | | | | Male <input type="checkbox"/> | Female <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: | | |
| 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 Sunshine College of Management 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 Sunshine College of Management 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 (Sunshine College of Management 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 Sunshine College of Management to create a USI Account on my behalf. I have provided Sunshine College of Management 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: | | | | | | | | | |

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Document Owner: CM
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|---|--------------------------|----------------------|-------|--------------------------|---|--------------------------|-----|-------|--|
| Country of Birth | | Town / City of Birth | | | | | | | |
| 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, the Sunshine College of Management Application / Verification will not be processed. | | | | | | | | | |
| I have read, understood and agree to Sunshine College of Management's Unique Student Identifier Privacy Notice. | | | | | | | | | |
| Name: | | Date | | | | | | | |
| Signature: | | | | | | | | | |
| <i>Sunshine College of Management Office Use Only</i> | | | | | | | | | |
| App Received: | <input type="checkbox"/> | Yes | Date: | <input type="checkbox"/> | USI verified | <input type="checkbox"/> | Yes | Date: | |
| Verification Confirmation email sent to learner : | <input type="checkbox"/> | Yes | Date: | <input type="checkbox"/> | USI not verified | <input type="checkbox"/> | Yes | Date: | |
| Sunshine College of Management Staff Member: | | | | Date: | | | | | |
| Admin Comments: | | | | | | | | | |
| <i>For all USI Applications / Verification / Enquiries</i> | | | | | | | | | |
| Post to: 18 Withers Street, Sunshine VIC 3020 | | | | | Email: info@scm.vic.edu.au | | | | |