USI Application Form

USI Application/Verification Form						
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 130 666 for assistance.						
Date:						
Name (Use your Legal Name – it must match the ID you have used or will use to create your USI)						
Title:	**Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Indeterminate ☐**					
Last Name:			**Given name:**			
Date of Birth:			**Gender:**			
DAY|MONTH|YEAR			**Male ☐**	**Female ☐**	**Indeterminate ☐**	
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						
☐	**I already have a USI** and I give Lennox College permission to verify my USI.		My USI # is:			
or						
Option 2 (Creating own USI)						
☐	**I do not hold a USI.** I will create my own USI account and provide my USI to Lennox College 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 (Lennox to Create USI – available only in the event you are unable to create your own USI)						
☐	I am unable to create my own USI and I give permission to Lennox College to create a USI Account on my behalf. I have provided Lennox College with the document number of the following form of Personal Identification (ID) detailed below.					
☐	Drivers Licence (Australian)	☐	Overseas Passport (Current)		☐	
Document Identification Number:						
Country of Birth			Town / City of Birth			
IMPORTANT: For this service there will be a processing period of 5-10 business days.						

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Applicant Declaration This section must be completed. If left blank, Lennox College Application / Verification will not be processed.	
☐ **I have read, understood and agree to Lennox College's Unique Student Identifier Privacy Notice.**	
Name:	**Signature:**
Date:	

Lennox College Office Use Only							
App Received:	☐ **Yes**	**Date**		**USI Verified**	☐ **Yes**	**Date**	
Verification Confirmation email sent to learner :	☐ **Yes**	**Date**		**USI Not Verified**	☐ **Yes**	**Date**	
Lennox College Staff Member:					**Date**		
Admin Comments:							

For all USI Applications / Verification / Enquiries	
Post to: **Level 4,260 Latrobe Street,** **Melbourne VIC 3000** **Phone: 1300 130 666**	**Email: info@lennoxcollege.edu.au**