

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 <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 Lennox College 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 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)							
<input type="checkbox"/>	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.						
<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				
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.							
<input type="checkbox"/> 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:	<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	
Lennox College Staff Member:						Date	
Admin Comments:							
For all USI Applications / Verification / Enquiries							
Post to: 487 King Street, West Melbourne VIC 3003 Phone: 1300 130 666				Email: info@lennoxcollege.edu.au			