

Unique Student Identifier – Einstein College of Australia - Application Form

From 1 January 2015, if you are a student undertaking nationally recognised training you will need to have a Unique Student Identifier (USI). This includes all students who are continuing a course they started prior to 2015, and all new students.

Before completing this form, students should review the *Fact Sheet: Student Information for the Unique Student Identifier* available at the USI website www.usi.gov.au/students

1. Creating your own USI

It is free and easy for you to create your own USI online. You can create your own USI at the USI website www.usi.gov.au.

If you create your own USI, you should provide your USI to Einstein College as soon as possible so that your USI can be verified and records updated. **OR:**

2. Einstein College can create your USI for you

While you may create your own USI, Einstein College is also able to create a USI for you. This application form must be completed and returned to the College as soon as possible for your USI to be created.

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- Please fill in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option.

PERSONAL DETAILS

Title: Miss Mrs. Ms. Mr. Other _____
 Given Names: _____ Date of Birth (dd/mm/yyyy): ____ / ____ / ____
 Family Name: _____ Gender: Male Female

Australian Contact Details

Street Address: _____
 Suburb/ Town: _____ State: _____ Post Code: _____
 Telephone (H): _____ Fax (H): _____
 Telephone (W): _____ Fax (W): _____
 Mobile Phone: _____ Email Address: _____
 Preferred Contact Method: Phone Email Mail

International Contact Details:

Address (Line1): _____
 Address (Line2): _____
 Suburb: _____ State/Province/Region: _____
 Post Code: _____ Country: _____
 Telephone (H): _____ Telephone (W): _____
 Mobile Phone: _____ Email Address: _____

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- › To create a USI, you will need to provide the College with **ONE** valid Australian form of ID from the list below:
- Please fill in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option.

Drivers Licence

State: _____
Licence Number: _____
Expiry Date: _____

Medicare Card

Card Number: _____
Individual Reference Number: _____
Expiry Date: _____

Australian Passport

Passport Number: _____
Document Number: _____
Expiry Date: _____

Visa (for International Students)

Passport Number: _____
Country of Issue: _____
Expiry Date: _____

Birth Certificate

State: _____
Country of Issue: _____

Certificate of Registration by Descent

Acquisition Date: _____
Country of Issue: _____

Citizenship Certificate

Stock Number: _____
Acquisition Date: _____

ImmiCard

Card Number: _____
Expiry Date: _____

Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Einstein College to apply for a USI to the Student Identifiers Registrar on your behalf, the College will provide to the Registrar the following items of personal information about you:

- Your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- Your date of birth, as it appears, if shown, in the chosen document of identity;
- Your city or town of birth;
- Your country of birth;
- Your gender; and
- Your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, Birth Certificate, Drivers License, Australian passport, Citizenship documentation, Certificate of Registration by Descent, ImmiCard or an Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with Section 11 of the Student Identifiers Act 2014 Cth (SI Act), the College will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Einstein College to make an application for a student identifier on your behalf, Einstein College will have to declare that the College complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that *Einstein College* has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- ◆ is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- ◆ may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;

- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

◆ will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy Policies and Complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy <http://usi.gov.au/Pages/privacy-policy.aspx> or by contacting the Registrar on usi@industry.gov.au

The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- ◆ misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- ◆ a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Einstein College collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Einstein College Privacy Policy which can be found at www.einsteincollege.vic.edu.au

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by the College, and how to complain about a breach of privacy, and how the College will deal with such a complaint.

<p>Privacy Statement: The information collected in this form is for the purpose of processing your USI. The information will be held by the College in accordance with its Privacy Policy and Procedures and may be accessed and used by people employed/ engaged by the College. The information may be made available to government departments and agencies in relation to the College's obligations under law including the Privacy Act 1988 Cth (Privacy Act), Student Identifiers Act 2014 Cth (SI Act), Education Services to Overseas Students (ESOS) Act 2000 (Cth) the National Code 2007 and The Australian Skills Quality Authority (ASQA) reported under the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS); and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws through DIBP. You have a right to access and correct your personal information in accordance with privacy legislation and the College's Privacy Policy and Procedures that can be accessed at: https://www.einsteincollege.vic.edu.au/pdfs/Privacy.pdf</p>	<p>Declaration: I declare that the information provided by me in this Unique Student Identifier Application Form, is true and correct.</p> <p>Student Name: _____ Date: ____/____/____</p> <p>Student Signature: _____</p>
College Use Only	
<input type="checkbox"/> USI Issued or <input type="checkbox"/> USI Not Issued	
Authorised Staff Name: _____	Signature: _____ Date: ____/____/____