

**DELLA INTERNATIONAL COLLEGE PTY. LTD.****USI Application / Verification Form**

If you are completing this form electronically, press Tab on your keyboard to go 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 9329 9430 for assistance.

|   |   |       |                          |                          |                          |                          |                          |        |
|---|---|-------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------|
| Date:   |   |       |                          |                          |                          |                          |                          |        |
| <b>Name (Use your Legal Name – it must match the ID you have used or will use to create your USI)</b>   |   |       |                          |                          |                          |                          |                          |        |
| Title:  | <input type="checkbox"/>  | Mr    | <input type="checkbox"/> | Mrs                      | <input type="checkbox"/> | Miss                     | <input type="checkbox"/> | Ms     |
| Surname:  |   |       | Given Names:             |                          |                          |                          |                          |        |
| <b>Date of Birth</b>  |   |       |                          | <b>Gender</b>            |                          |                          |                          |        |
| Day/Month/Year  |   |       |                          | <input type="checkbox"/> | Male                     | <input type="checkbox"/> |                          | Female |
| <b>What is the address of your usual residence? (NOTE: Physical address where you usually reside not post office box)</b>   |   |       |                          |                          |                          |                          |                          |        |
| Street Address  |   |       |                          |                          |                          |                          |                          |        |
| Suburb  |   | State |                          | Post Code                |                          |                          |                          |        |
| <b>What is your postal address? (If different from residential address above)</b>   |   |       |                          |                          |                          |                          |                          |        |
| Street Address  |   |       |                          |                          |                          |                          |                          |        |
| Suburb  |   | State |                          | Post Code                |                          |                          |                          |        |
| <b>Contact Details</b>  |   |       |                          |                          |                          |                          |                          |        |
| Phone Contact:  |   |       | Email Contact:           |                          |                          |                          |                          |        |
| <b>Unique Student Identifier (USI):</b>   |   |       |                          |                          |                          |                          |                          |        |
| <b>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.</b> |   |       |                          |                          |                          |                          |                          |        |
| <b>Option 1 (Already have USI) – Preferred option</b>   |   |       |                          |                          |                          |                          |                          |        |
| <input type="checkbox"/>  | I already have a USI and I give Della International College permission to verify my USI.  |       |                          | My USI # is:             |                          |                          |                          |        |
| <b>OR</b>   |   |       |                          |                          |                          |                          |                          |        |
| <b>Option 2 (Creating own USI)</b>  |   |       |                          |                          |                          |                          |                          |        |
| <input type="checkbox"/>  | I do not hold a USI. I will create my own USI account and provide my USI to Della International College along with permission to verify my USI prior to my course completion. |       |                          |                          |                          |                          |                          |        |
| <b>IMPORTANT: To create your own USI visit: <a href="http://www.usi.gov.au/Pages/default.aspx">http://www.usi.gov.au/Pages/default.aspx</a></b>   |   |       |                          |                          |                          |                          |                          |        |
| <b>OR</b>   |   |       |                          |                          |                          |                          |                          |        |
| <b>Option 3 (Della International College to Create USI – available only in the event you are unable to create your own USI)</b>   |   |       |                          |                          |                          |                          |                          |        |

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|   |  |                          |                             |                          |  |
|---|--|--------------------------|-----------------------------|--------------------------|--|
| <input type="checkbox"/>  | I am unable to create my own USI and I give permission to Della International College to create a USI Account on my behalf. I have provided Della International 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"/> | Other (contact Della International College for confirmation) |
| <b>Document Identification Number:</b>  |  |                          |                             |                          |  |
| Country of Birth  |  | Town / City of Birth     |                             |                          |  |
| <b>IMPORTANT: For this service there will be a processing period of 5-10 business days.</b> |  |                          |                             |                          |  |

|   |  |              |  |
|---|--|--------------|--|
| <b>Applicant Declaration</b>  |  |              |  |
| <b>This section must be completed. If left blank, the Della International College Application / Verification will not be processed.</b> |  |              |  |
| <input type="checkbox"/>  | I have read, understood and agree to Della International College's Unique Student Identifier Privacy Notice. |              |  |
| <b>Name:</b>  |  | <b>Date:</b> |  |
| <b>Signature:</b>   |  |              |  |

| <b>Della International College Office Use Only</b> |                          |     |       |  |                  |                          |     |       |  |
|--|--------------------------|-----|-------|--|------------------|--------------------------|-----|-------|--|
| 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: |  |
| Della International College Staff Member:          |                          |     |       |  | Date:            |                          |     |       |  |
| Admin Comments:                                    |                          |     |       |  |                  |                          |     |       |  |

**For all USI Applications / Verification / Enquiries**

150-154 A Beckett Street, Melbourne 3000

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E-mail: [info@dellainternational.edu.au](mailto:info@dellainternational.edu.au)

Website: [www.dellainternational.edu.au](http://www.dellainternational.edu.au)



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**Post to:**  
150-154 A' Beckett Street,  
Melbourne VIC 3000

**Phone:**  
03 9329 9430

**Email:**  
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