

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 03 9329 9430 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

Surname: Given name:

Date of Birth: Gender: Male Female

DD/MM/YYYY Male Female

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

I already have a USI and I give Della International 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 Della International 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 (Della International College 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 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.

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.			

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

Della International College Office Use Only									
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:	
Della International College Staff Member:				Date:					
Admin Comments:									

For all USI Applications / Verification / Enquiries	
Post to: 150-154 A' Beckett Street, Melbourne VIC 3000	Email: info@dellainternational.edu.au