



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 +61 7 3186 6449 for assistance.

Date:									
Name (Use your Legal Name – it must match the ID you have used or will use to create your USI)									
Title:	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	
Surname:			Given Names:						
Date of Birth					Gender				
Day/Month/Year				<input type="checkbox"/>	Male	<input type="checkbox"/>	Female		
What is the address of your usual residence? (NOTE: Physical address where you usually reside not post office box)									
Street Address									
Suburb		State		Post Code					
What is your postal address? (If different from residential address above)									
Street Address									
Suburb		State		Post Code					
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 USI) – Preferred option									
<input type="checkbox"/>	I already have a USI and I give QIBA 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 QIBA 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 (QIBA 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 QIBA to create a USI Account on my behalf. I have provided QIBA with the document number of the following form of Personal Identification (ID) detailed below.				
<input type="checkbox"/>	Drivers Licence (Australian)	<input type="checkbox"/>	Australian Passport (Current)	<input type="checkbox"/>	Medicare Card
<input type="checkbox"/>	Citizenship Certificate	<input type="checkbox"/>	Australian Birth Certificate	<input type="checkbox"/>	Other (contact QIBA for confirmation)
<input type="checkbox"/>	Visa with non - Australian Passport				
Document Identification Number:					
Country of Birth			Town / City of Birth		
IMPORTANT: Processing period of 5-10 working days.					
Applicant Declaration					
This section must be completed. If left blank, the QIBA Application / Verification will not be processed.					
<input type="checkbox"/>	I have read, understood and agree to the QIBA Unique Student Identifier Privacy Notice.				
Name:			Date:		
Signature:					

For all USI Applications / Verification / Enquiries	
<u>QIBA Brisbane CBD:</u>	Level 2, 108 Margaret Street Brisbane QLD 4000 Australia t: +61 7 3186 6449 e: info@qiba.edu.au
<u>QIBA Sydney CBD:</u>	Level 10, 140 Elizabeth Street, Sydney NSW 2000 Australia t: +61 2 9267 3040 e: info@qiba.edu.au

QIBA 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:	
QIBA college Staff Member:					Date:				
Admin Comments:									