**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 07 3891 7912 for assistance.

### Date:

### Name (Use your Legal Name – it must match the ID you have used or will use to create your USI)

<table>
<thead>
<tr>
<th>Title:</th>
<th>Mr</th>
<th>Mrs</th>
<th>Miss</th>
<th>Ms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Given Names:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Date of Birth

<table>
<thead>
<tr>
<th>Day/Month/Year</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td>State</td>
<td>Post Code</td>
</tr>
</tbody>
</table>

### 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

- [ ] I already have a USI and I give ANIB 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 ANIB along with permission to verify my USI prior to my course completion.


**OR**

#### Option 3 (ANIB 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 ANIB to create a USI Account on my behalf. I have provided ANIB with the document number of the following form of Personal Identification (ID) detailed below.
  - Drivers Licence (Australian)
  - Australian Passport (Current)
  - Medicare Card
  - Citizenship Certificate
  - Australian Birth Certificate
  - Other (contact ANIB for confirmation)

| International Passport | International Students holding current Student Visa |
| Document Identification Number: | |
| Country of Birth | Town / City of Birth |

**IMPORTANT:** For this service there will be a processing period of 1-5 business days.
Applicant Declaration
This section must be completed. If left blank, the ANIB Application / Verification will not be processed.

☐ I have read, understood and agree to ANIB Unique Student Identifier Privacy Notice.

Name: ___________________________ Date: ___________________________

Signature: ___________________________

ANIB Office Use Only

App Received: □ Yes □ No Date: ___________________________

Verification Confirmation email sent to learner: □ Yes □ No Date: ___________________________

USI Verified: □ Yes □ No Date: ___________________________

USI Not Verified: □ Yes □ No Date: ___________________________

ANIB Staff Member: ___________________________ Date: ___________________________

Admin Comments: ___________________________

For all USI Applications / Verification / Enquiries

Post to:
Australia National Institute of Business
1A Hubert St
Woolloongabba
QLD 4102

Email: info@anib.qld.edu.au

Phone: 07 3891 7912