

**UNIQUE STUDENT IDENTIFIER- STUDENT AUTHORISATION**

Student Name:		Student ID:	
Date of Birth:		Passport Number:	
Country of Birth:		Town/City of Birth:	
Preferred Contact Method	(Please tick) <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Post		
Contact Number:		E-mail Address:	
Home Address:			

To apply for a USI, two forms of the following valid Australian forms of ID is required (Please tick 2 provided):

- |  |  |
|--|--|
| <input type="checkbox"/> Medicare Card           | <input type="checkbox"/> Visa (Non-Australian  |
| <input type="checkbox"/> Australian Passport     | Passport)  |
| <input type="checkbox"/> Citizenship Certificate | <input type="checkbox"/> Birth Certificate   |
| <input type="checkbox"/> Driver's License        | <input type="checkbox"/> Certificate of Descent <input type="checkbox"/> Other _____ |

**Terms & Conditions**

- A unique student identifier (USI) is required of students who enroll or re-enroll in training from 1 January 2015. This includes continuing students who has already started a course in the previous year (and not yet completed it) and will continue studying after 1 Jan 2015.
- On admissions, Empyrean will provide all students with a copy of the 'Student Information for the Unique Student Identifier' information sheet issued by the Australian Government, Department of Industry.
- Empyrean Education can apply for a USI on behalf of a student, but they must obtain the student's permission. Students can authorise Empyrean to apply on their behalf (consent from a parent or legal guardian is not required).
- When the student authorises the Institute to apply for a USI, the student will be required to supply information from a form of Identification (ID). The Document Verification Service used by the USI system accepts any one of the following valid Australian forms of ID: Driver's license, Medicare card, Australian passport, visa (with non-Australian passport), birth certificate (Australian), Certificate of Registration by descent or Citizenship Certificate
- In instances where a student does not have access to one of the above form of ID or where information from the ID document is not accepted by the Document Verification Service, they are required to contact the Institute who will then contact the USI Registrar.
- Empyrean is obliged under the legislation to obtain the student's permission and will not be able to access the USI system without declaring it has the permission of the student.

**Student's Personal Details – Name**

- To help keep each student's records together and avoid duplications, when applying for a USI the names and personal details that are entered in the USI System must match the details shown on the form of ID. Middle name is not a compulsory field when applying for a USI, however, if it appears on the form of ID then it should be included. If a student has only one name (i.e., no middle name or last name), there is a 'one name' option that they can select. The one name must be the

same as that which appears on their form of ID.			
<ul style="list-style-type: none"> <li>I hereby give permission to Empyrean Education for applying USI on my behalf.</li> </ul>			
Student Signature:		Date:	__/__/____
USI:			
Student has been notified of USI by email or mail <input type="checkbox"/> Yes <input type="checkbox"/> No			
Comments:			

## Unique Student Identifier Privacy Notice (Consent for collection, use or disclosure of personal information)

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the Student Identifiers Act 2014.
- 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 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 USI's 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 contract usually 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.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

### 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](#) or by contacting the Registrar on [usi@education.gov.au](mailto:usi@education.gov.au) or telephone 1300 857 536, international enquiries +61 2 6240 8740. 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 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.