



## UNIQUE STUDENT IDENTIFIER FORM

From 1 January 2015 if you are undertaking nationally recognised training you will need to have a Unique Student Identifier (USI). This includes all students who are continuing a course they started prior to 2015, and all new students.

Before completing this form, students should review the *Fact Sheet: Student Information for the Unique Student Identifier* available at the USI website [www.usi.gov.au/students](http://www.usi.gov.au/students)

### Creating your own USI

It is free and easy for you to create your own USI online. You can create your own USI at the USI website [www.usi.gov.au](http://www.usi.gov.au).

If you create your own USI, you should provide your USI to Mercury Institute of Victoria as soon as possible so that you're USI can be verified and records updated.

### Mercury Institute of Victoria can create your USI for you

While you may create your own USI, Mercury Institute of Victoria is also able to create a USI for you.

This application form should be completed and returned to Mercury Institute of Victoria as soon as possible for your USI to be created.

Unique Student Identifier (USI) Form			
First name:		Middle name:	
Family name:			
Date of birth:			
Country of birth:		Town / City of birth:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Preferred contact method:	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail		
Mobile phone number:			
Home phone number:			
Email:			
ADDRESS DETAILS			
Country of residence:			
Address:			
Suburb / Town / City:			
State:			
Postcode:			



### Unique Student Identifier (USI) Form

#### Personal Identification

To create a USI, you will need to provide Mercury Institute of Victoria with ONE valid Australian form of ID from the list below:

#### Drivers Licence

State:

Licence number:

#### Medicare Card

Medicare card number:

Card colour:

Individual reference number:

Expiry date:

#### Australian Passport

Document number:

#### Visa (with Non-Australian Passport) for international students

Passport number:

Country of issue:

#### Birth Certificate (Australian) *\*Please note a Birth Certificate extract is not sufficient*

State:

#### Certificate Of Registration By Descent

Acquisition date:

#### Citizenship Certificate

Stock number:

Acquisition date:

#### ImmiCard

ImmiCard number:



**PRIVACY POLICIES AND COMPLAINTS**

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, which includes the following:

- Misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- A failure by us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Mercury Institute of Victoria collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Mercury Institute of Victoria Privacy and Personal Information Policy which can be found at [www.mercuryinstitute.com](http://www.mercuryinstitute.com).

Mercury Institute of Victoria Privacy and Personal Information Policy is also available in our *Student Handbook*, at Mercury office location and provided on request. This Privacy and Personal Information Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

<b>Student Name:</b>	
<b>Student Signature:</b>	<b>Date:</b>