

## ABOUT THIS FORM

If you are undertaking nationally recognised training in Australia from 1 January 2015 onwards, you are required to have a **Unique Student Identifier (USI)**. Your USI links to an online account that contains all your training records and results (transcript) for any nationally recognised courses you have completed from 1 January 2015 onwards. Your results from 2015 onwards are available in your USI account.

When applying for a job or enrolling in further study, you may be asked to provide your training records and results (transcript). One of the main benefits of the USI is that it provides students with easy access to their training records and transcripts throughout their lifetime. You can access your USI account online at any time using a computer, tablet, or smartphone. Fact sheets are available for download: **Student Information for the USI**.

Creating your USI is free, easy, and takes only a few minutes. Alternatively, the **Australian Institute of Health and Business Management Pty Ltd (AIHBM)** can create a USI on your behalf. To do this, we will require additional identification information from you, such as your driver's licence number.

## STUDENT DETAILS

Full Name:

Student ID:

Date of Birth:

Email Address:

Mobile:

Address:

  

## USI INFORMATION

1. Do you already have a Unique Student Identifier (USI)?

Yes  No  Not sure

2. If you have a USI, please write it clearly in this space:

Unique Student Identifier (USI):

3. If no, would you like us to create your USI on your behalf?

Yes  No

4. If yes, what State or Territory issued your Driver's Licence?

5. What is your Driver's Licence Number?

## USI INFORMATION

If you do not have a Driver's Licence, there are a range of other Proof of ID options including:

- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian) (please note a Birth Certificate extract is not sufficient)
- Citizenship Certificate

You can review Proof of ID examples at this site: [Verifying your identity – Unique Student Identifier](#). Please provide one of the alternative ID options.

## IMPORTANT INFORMATION (PRIVACY & COMPLIANCE NOTICE)

Please note that the information collected on this form, as well as during your enrolment, is required to enable the **Australian Institute of Health and Business Management Pty Ltd (AIHBM)** to meet its obligations under the **ESOS Act 2000** and the **National Code 2018**, and to ensure student compliance with visa conditions and other requirements under Australian immigration law.

The authority to collect this information is contained in the ESOS Act 2000, the Education Services for Overseas Students Regulations 2001, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about you on this form or during your enrolment may, in certain circumstances, be provided to the Australian Government and designated authorities, and, where relevant, to the **Tuition Protection Scheme (TPS)** and the **ESOS Student Assurance Fund Director**.

In other cases, information collected on this form or during your enrolment may be disclosed without your consent where authorised or required by law.

## STUDENT DECLARATION

I declare that the documents and information I have provided are true and correct. I authorise the Australian Institute of Health and Business Management Pty Ltd (AIHBM) to verify the details provided with any relevant parties, where required.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ADMIN USE ONLY

I have verified the supporting documents:

Yes  No

Result of Application:

Approved  Not Approved

Signature of Admin Officer: \_\_\_\_\_

Date of Approval: \_\_\_\_\_