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| --- |
| 1. **PERSONAL DETAILS-(Use your Legal Name – it must match the ID you have used or will use to create your USI)**
 |
| **PLEASE USE CAPITAL LETTERS**  |
| TITLE (it must match the Id used or will use to create the USI): [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ] other (please specify) \_\_\_\_\_\_\_\_\_ |
| Family Name (it must match the Id used or will use to create the USI) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| First Name (it must match the Id used or will use to create the USI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Gender: [ ]  Female [ ]  Male[ ]  Intersex |
| **2. CONTACT DETAILS**  |
| **What is the address of your usual residence?** *(NOTE: Physical address where you usually reside not post-office box)* |
| Street No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City/Suburb:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **What is your postal address?** *(If different from residential address above)* |
| Street No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City/Suburb:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Communication Details**  |
| Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3. Unique Student Identifier (USI):** |
| **IMPORTANT: To receive your Testamur or Academic Transcript on successful completion of your course you will need to hold a valid USI. Select and complete one (1) of the following three (3) options.**  |
| **Option 1 (Already have USI) – Preferred option**  |
|[ ]  **I already have a USI,** and I give Polytechnic Institute Australia (PIA) to verify my USI.  |
| **OR**  |
| Enter your Unique Student identifier (if you already have one)                                                             |
| **OR** |
| **Option 2 (Creating own USI)**  |
|[ ]  **I do not hold a USI.** I will create my own USI account and provide my USI to PIA along with permission to verify my USI prior to my course completion. |
| **OR**  |
| **Option 3 (PIA 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 PIA to create a USI Account on my behalf. I have provided PIA 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 PIA Admissions for confirmation) |
| **Document Identification Number:** |   |
| Country of Birth |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Town / City of Birth  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **4. USI PRIVACY DISCLOSURE STATEMENT – https://www.usi.gov.au/about-us/privacy** |
| **USI PRIVACY OBLIGATIONS** The Office of the Student Identifiers Registrar privacy obligations require us to: * be open and transparent about how we hold, use and disclose personal information
* have a privacy policy in place that is reasonably available to the public
* take reasonable steps to ensure the security of personal information and protect it against intentional or unintentional misuse, loss, interference, unauthorised access, modification or disclosure
* take reasonable steps to ensure the personal information that is held, used or disclosed is accurate, up to date, complete and relevant

The 13 Australian Privacy Principles (APPs) are particularly important for the Office of the Student Identifiers Registrar staff and their work. The APPS are specified in Section 14 of the Privacy Act, which details the obligations and rights attached to the collection, access, maintenance and disclosure of personal information with which the Office of the Student Identifiers Registrar staff must comply, and principally APPs 1, 3, 6, 10, 11, 13.  * APP 1 – Open and transparent management
* APP 3 – Collection of personal information
* APP 6 – Use or disclosure of personal information
* APP 10 – Quality of personal information
* APP 11 – Security of personal information
* APP 13 – Correction of personal information

**How we meet our privacy obligations*** we ensure the identity of the person we are speaking to is correct (APPs 3, 10, 11, 13)
* answers to security questions  assist us to identify if the caller is the person that USI Registry System personal details and records apply to.
* if there are any doubts about who we are speaking with we will seek assistance from a supervisor.
* we take reasonable steps to protect personal information (APPs 1, 6 & 11)
* we lock our computer when we leave  our desk to protect your information.
* we shred personal identification information and material as soon as it is no longer required.
* we have  a ‘clear desk’ policy and do not leave personal identification information lying around and open to inappropriate access or use by another person.
* we do not chat about work matters in public areas. For example, at the coffee shop or the bus stop where you may be overheard.
* we do not chat about a person’s personal details with colleagues or friends (APPs 6 and 11).

Other resources * [Australian Privacy Principles](https://www.oaic.gov.au/privacy/australian-privacy-principles/)
* [Privacy Act 1988](https://www.legislation.gov.au/Series/C2004A03712)
* [USI Privacy Policy](https://www.usi.gov.au/about-us/privacy)

Legislation specifying the standards, rights and obligations about how the Student Identifiers Registrar must manage personal information includes the: * [Student Identifiers Act 2014](https://www.legislation.gov.au/Details/C2014A00036)
* [Freedom of Information Act 1982](http://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol_act/foia1982222/)
* [Archives Act 1983](https://www.legislation.gov.au/Details/C2019C00179)
* [Public Service Act 1999](https://www.legislation.gov.au/Details/C2019C00057)
* [Privacy Act 1988](https://www.legislation.gov.au/Details/C2014C00076)
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| **How to protect your USI account privacy**There are several ways you can protect your personal information: * install security software on your computer
* don’t open email attachments from unknown senders
* be careful exchanging files with people you work with or friends
* only provide necessary personal information when completing online forms (you can skip fields marked as optional)
* never share or email your password
* make your password as strong as possible
* change your password regularly
* report [suspicious activity](https://www.usi.gov.au/node/218) to us

For more information about privacy, visit the [Office of the Australian Information Commissioner](https://oaic.gov.au/). The Student Identifiers Registrar’s Privacy Policy explains how:* to access and correct personal information
* to make a breach of privacy complaint
* privacy complaints are handled.

**Privacy notice: education or training providers applying for USI on behalf of student**Before an education or training provider applies for a USI on behalf of a student, they’re required under the Student Identifiers Registrar’s [terms and conditions](https://www.usi.gov.au/node/223) to give you a [Privacy Notice](https://www.usi.gov.au/node/220) explaining how your personal information will be used. This information is on the USI application form. **Student USI exemptions**If you have a genuine personal objection to being assigned a USI, you can apply for an [exemption](https://www.usi.gov.au/node/20) to the Student Identifiers Registrar. **How your personal information is used**The USI application process requires personal information, including: * your name
* date and place of birth
* gender
* contact details
* a form of identification.

This information is to confirm your identity and ensure your USI is unique.  Your information may be disclosed for the purposes set out in our [terms and conditions](https://www.usi.gov.au/node/223).The USI Registry System only keeps information about your name, date and place of birth, gender, contact details and the type of identification provided. The USI Registry System doesn’t retain details from the ID used to create your USI.  If you’ve authorised a third party to create a USI on your behalf, typically an education or training provider, they’re required by law to destroy your personal information as soon as possible after making the USI application. **Protecting your computer**To protect your computer: * install security software that includes anti-virus, anti-spyware, firewall and anti-spam filters
* regularly scan your computer for viruses
* always run the current version of your security software.

Other steps you can take to protect your computer: * check your internet browser’s security settings for ways to make your browsing more secure
* don’t open email attachments from unknown senders
* only download files from trusted websites
* be careful exchanging files with colleagues or friends
* never click on links in emails from unknown sources.

**Protecting your password**To protect your personal details and privacy: * never share your password
* never send your password via email
* make your password as strong as possible
* change it regularly.
 |
| Polytechnic Institute Australia is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Privacy Act 1988. The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education and Training, and The Department of Home Affairs pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you in accordance with the National Code established under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Polytechnic Institute Australia holds about you. See Polytechnic Institute Australia Privacy Policy for details, which can be accessed at <http://www.pia.edu.au/student-info/policies-procedures> |
| **IMPORTANT: For this service there will be a processing period of 5-10 business days.** |
| **12. DECLARATION**  |
| **Applicant Declaration****This section must be completed. If left blank, the PIA Application / Verification will not be processed.**  |
| I [**INSERT NAME**] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that:  |
|[ ]  I have read, understood and agree to Polytechnic Institute Australia Unique Student Identifier Privacy Notice. |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Only applicable if applicant is under the age of 18. |
| Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Send Completed Applications To:**  |
| **Polytechnic Institute Australia** Level 16, 233 Castlereagh Street Sydney, NSW 2000Ph: 02 8319 8202 OrEmail: admissions@pia.edu.au  |
| **USI Applications / Verification / Enquiries:** admissions@pia.edu.au |
| **OFFICE USE ONLY** |
| App Received: | [ ]  Yes  | Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| USI Verified | [ ]  Yes  | Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| USI Not Verified | [ ]  Yes  | Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Verification Confirmation email sent to student:  | [ ]  Yes  | Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Admins Staff Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |