Verification for Professional Registration

- This form is to be used by University of South Australia graduates who are applying for professional registration overseas.
- Documents will not be issued to students who have outstanding financial payments to the University.
- Preparation of documentation can take up to 6 weeks to complete.
- Once complete a copy will be forwarded directly to the registration provider, via registered post, and a copy will be forwarded to you.
- If you have any questions please refer to Campus Central

### Important Information

- Registration provider’s requirements vary. To avoid delays please ensure that you include all additional information and documents as required by the registration provider. Dependant on registration provider requirements UniSA will send all documents directly to them, or send them to you for inclusion in your application.
- If the registration provider has an application form please include this. If the provider does not have an application form please include a list of their requirements.
- A UniSA Academic Transcript will be issued as part of your registration requirements. A UniSA transcript is an official document with no alterations or erasures, listing the results of ALL programs and courses in which the graduate enrolled at the University of South Australia or one of its antecedent institutions.
- Any additional, or subsequent, requests for Verification for Professional Registration must be put on a separate application and will incur the full fee.

### Part A: Personal details

<table>
<thead>
<tr>
<th>Student ID (if known):</th>
<th>![Student ID box]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>First name(s):</td>
</tr>
<tr>
<td>Family name:</td>
<td>Previous name (if applicable):</td>
</tr>
<tr>
<td>Date of birth: archive</td>
<td>Contact No:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Current Address:</td>
<td>Suburb:</td>
</tr>
<tr>
<td>State/Province:</td>
<td>Postcode/ZIP Code:</td>
</tr>
<tr>
<td>Country (if not Australia):</td>
<td></td>
</tr>
</tbody>
</table>

Name of the overseas registration provider:

Postal address of registration provider:

<table>
<thead>
<tr>
<th>State/Province</th>
<th>Postcode/ZIP Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country (if not Australia):</td>
<td></td>
</tr>
</tbody>
</table>

- I have included my completed application and, if relevant, additional non UniSA documents
- I have included details of the registration requirements and, if relevant, additional non UniSA documents

Applicant signature: 

Date: 

Verification for Professional Registration

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Current: June 2017

CRICOS Provider No. 00121B
### Part B: Program details

Only complete this section if you studied **prior to 1991**. Please provide any additional information that may assist in locating your records on an attached page.

The University of South Australia holds the academic records for its antecedent institutions. These institutions are listed below:

- South Australian Institute of Technology
- South Australian College of Advanced Education (Magill, Salisbury and Underdale Campuses only)
- Adelaide College of the Arts & Education (Underdale Campus only)
- Kindergarten Training College or Kingston CAE
- Salisbury Teachers College or Salisbury CAE
- Wattle Park Teachers College, Murray Park CAE or Hartley CAE
- Western Teachers College, SA School of Art or Torrens CAE

Please do **NOT** complete this form for studies completed at the following institutions:

- Adelaide Teachers College, Adelaide College of Advanced Education and South Australian College of Advanced Education (City/Kintore Ave Campus) – Contact the **University of Adelaide** Student Centre on +61 8 8303 5208
- Bedford Park Teachers College, Sturt College of Advanced Education or South Australian College of Advanced Education (Sturt Campus) – Contact the **Flinders University** Graduation Office on +61 8 8201 3950

Institution where you studied (**as above**):

Name of program/award:

Date award was conferred:  
Years of study:

Refer to page 3 for Part C: Payment

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### OFFICE USE ONLY

**Graduations**

- ☐ Academic Transcript generated and attached to accompanying documentation

Date Received:  
Date processed:  
Received by:  
Processed by:

**School Office: Academic Services**

- ☐ Sent to registration provider. Register Post reference number:
- ☐ Copy sent to graduate  
  - ☐ Copy & original application sent to Campus Central

Date Received:  
Date processed:  
Received by:  
Processed by:

**Campus Central**

- ☐ Checked for BFS indicator  
  - ☐ Supporting application/Information attached
- ☐ Destroyed relevant credit card details  
  - ☐ Documents tracked & copy loaded to SharePoint

Reg relates to:  
☐ Div BUE  
☐ DIV EASS  
☐ DIV HS  
☐ DIV ITEE

Name School:

- ☐ Forwarded to Graduations  
  - ☐ Receipt no.

Date Received:  
Date processed:  
Received by:  
Processed by:
### Part C: Payment $125.00

- [ ] Cash/Credit Card in person at Campus Central (see below for address details)
- [ ] Money Order/Credit Card via post (see below for address details)
- [ ] Credit Card via fax (see below for fax number)

#### Credit card type (please tick):
- [ ] Visa
- [ ] MasterCard

**Card holder name:**

<table>
<thead>
<tr>
<th>Card number:</th>
<th>[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]</th>
<th>Amount AUD$ 125.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card expiry date:</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

*Cheques should be made payable to ‘The University of South Australia’.*

### LODGEMENT DETAILS

This form must be lodged with Campus Central. If you do not need to attach original documents you can do this online. Otherwise the form can be lodged at a Campus Central office or by post.

**Online**

[askcampuscentral.unisa.edu.au/app/ask](http://askcampuscentral.unisa.edu.au/app/ask)

**By post**

University of South Australia  
Campus Central – (name of campus)  
GPO Box 2471  
Adelaide SA 5001

<table>
<thead>
<tr>
<th>Online</th>
<th>In person</th>
<th>Magill</th>
<th>Whyalla</th>
</tr>
</thead>
</table>
| askcampuscentral.unisa.edu.au/app/ask | City East  
Campus Central  
Level 3  
Playford Building | City West  
Campus Central  
Level 2  
Jeffrey Smart Building | Magill  
Campus Central  
Level 1  
B Block |
| Mawson Lakes  
Campus Central  
Ground Floor  
C Building | Mount Gambier  
Regional Centre  
Office  
Wireless Road  
Mount Gambier  
SA 5290 | | Whyalla  
Campus Central  
Ground Floor  
Main Building  
111 Nicolson Avenue  
Whyalla Norrie SA 5608 |