



## Verification for Professional Registration

- A copy of current photo identification must be submitted with your application. Examples of which include a driver's licence or passport. Applications submitted without current photo identification will not be processed.
- 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 graduates who are in [Bad Financial Standing](#) with the University.
- Preparation of documentation can take up to 6 weeks.
- Registration provider 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 either send all documents directly to them via registered post (and a copy to you), 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.
- An Academic Transcript will be issued as part of your registration requirements. An academic transcript is the complete history of a student's enrolment at the University of South Australia or one of its antecedent institutions and includes all programs of study and the relevant courses.
- Any additional or subsequent requests for Verification for Professional Registration must be submitted on a separate application and will incur the full fee.

**Notes for Part C** - Academic records for courses studied prior to 1991 at [institutions other than UniSA](#)

The University of South Australia holds academic records for the following antecedent institutions:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• South Australian Institute of Technology</li> <li>• South Australian College of Advanced Education (Magill, Salisbury and Underdale Campuses only)</li> <li>• Adelaide College of the Arts &amp; Education (Underdale Campus only)</li> </ul> | <ul style="list-style-type: none"> <li>• Kindergarten Training College or Kingston CAE</li> <li>• Salisbury Teachers College or Salisbury CAE</li> <li>• Wattle Park Teachers College, Murray Park CAE or Hartley CAE</li> <li>• Western Teachers College, SA School of Art or Torrens CAE</li> </ul> |
|--|---|

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 8313 0899
- 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 5544

### Contact Us

If you have any questions about this form, please contact Campus Central either by phone, [online](#), or in person.

Campus Central offices are located on each campus with metro campuses open from 8.30am to 6.00pm, Monday to Friday.

UniSA General enquiries: 1300 301 703

Open Universities Australia (OUA) enquiries 8.30am to 5.00pm (CST): 1300 361 450



## Verification for Professional Registration

### Part A: Personal details

Student ID (if known):		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	First name (s):								
Family name:				Previous name (if applicable):					
Date of birth:			Contact No:						
Email:									
Current Address:									
					Suburb:				
State/ Province:			Postcode/ ZIP Code:			Country (if not Australia):			
<b>Applicant Declaration:</b> I declare that the information provided in this application is complete, true and accurate. I understand that by submitting supporting documentation UniSA may contact the issuer of the document to confirm its authenticity.									
Type or write your name here:						Date:			

### Part B: Registration provider details

Name of the overseas registration provider:								
Postal address of registration provider:								
State/ Province			Postcode/ ZIP Code:			Country (if not Australia):		
<input type="checkbox"/> I have included my completed registration provider application and, if relevant, additional non UniSA documents								
<input type="checkbox"/> I have included details of the registration requirements and, if relevant, additional non UniSA documents								

### Part C: 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*

Institution where you studied (as above):								
Name of program/award:								
Date award was conferred:					Years of study:			



## Verification for Professional Registration

### Part D: Payment \$125.00

Cash/Credit Card in person at Campus Central (Whyalla and Mt Gambier EFTPOS only)

Credit Card via email

Credit card type (please tick):

Visa

MasterCard

Card holder name:

Card number:

Card expiry date:

Amount AUD\$ **125.00**

### Part E: Submitting your application to Campus Central

Please send your completed application form, any supporting documentation and a copy of current photo ID to [ask@campuscentral.unisa.edu.au](mailto:ask@campuscentral.unisa.edu.au) or submit in person to any Campus Central location.

### OFFICE USE ONLY

#### Academic Unit: 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

Please send this form and all attached documents to the Academic Unit, Academic Services Officer, for preparation immediately. Please send a copy of the form and any additional instructions to the Graduations team who will prepare the transcript and provide to the Academic Unit when ready.