Unique Student Identifier (USI)

What is a USI?

The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5. A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

By having a USI you will be able to access your training records and results (or transcript) whenever you need them. For example, for a new employer or when you enrol to study at a new training organisation.

Your USI can be accessed online from your computer, tablet or smart phone and gives you access to your training records and results at your fingertips.

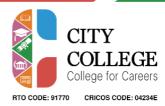You will need to have at least one valid form of ID from the list below:

- Medicare Card (this includes a current family Medicare card where your name is included)
- Driver's Licence
- Australian Passport
- Non-Australian Passport (with Australian Visa) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

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Important Link and basic Steps:

For more information, and to apply for your USI please go to:
www.usi.gov.au

Basic Steps USI:

Step 1 Click on 'Create your USI' at the top of the page.

Step 2 Click 'Continue' at the bottom of the page.

Step 3 Agree to the terms and conditions.

Step 4 Fill in your personal and contact details.

Step 5 Enter the requested details as shown on your form of ID (see list above).

Step 6 Set your USI account password and questions for security.

Step 7 Your USI will now be displayed on the screen.

Step 8 You should write down your USI somewhere safe or enter it into your phone for safekeeping.

Step 9 Your USI will also be sent to you by email, phone, or mailing address (whichever you choose as your preferred contact method when creating your USI).

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