Creating your USI (Unique Student Identifier) number

From 1 January 2015 it is now a requirement that all students require a USI (Unique Student Identifier) number for all studies. Applying for a USI is cost free and will remain with you for life.

Benefits to you as a student -

- The USI will link information about your VET achievements regardless of where you have studied
- Enable easier access to secure digital transcripts of your achievements
- Give you more access to, and more control over your educational information.
- Easier for you to find, collate and authenticate your VET achievements into a single transcript.
- Ensure your records are not lost.

Please note that if you do not supply your Training Organisation with a USI number, the Training Organisation is not legally able to issue you with your Statement of Attainment or qualification certificate.

Instructions

Please follow the step by step instructions and refer to the screen dumps to ensure you correctly apply for your USI.

Step 1 - Log on to **www.usi.gov.au** and press *"Create a USI"*

Step 2 – Select *"Create USI"*

Step 3 – Complete Personal Details fields ensuring. ***** is a mandatory field. You must complete this field.

Step 4 – Indicate your preference of Identification

Step 5 – Place your details of your identification EXACTLY as it appears on the ID
DOCUMENT you have chosen. i.e. full name or first and last name.

Step 6 – Set a password for future log on to the USI site and set questions and answers as a prompt if you forget your password.

Step 7 – You now have your USI number for life. It is important you quote this number at enrolment for any future study you may undertake. It may be advisable for you to store this number in a safe place where you can access it in the future.