



From 1 January 2015, students undertaking nationally recognised VET training will need to provide a Unique Student Identifier (USI). A USI is made up of ten numbers and letters looks something like this; 3AW88YH9U5. A USI account can be access online and will contain all your nationally recognised training records and results from 1 January 2015 onwards.

## STEPS TO CREATE YOUR USI

The following steps show how you can create a USI: It's very easy and only takes a couple of minutes providing you have one of the identity documents at hand, as listed below:

**Step 1** Have at least one form of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

**Step 2** Have your personal contact details ready (e.g. email address, or mobile number, or address). Important: Please note that the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details you enter when you create a USI must match exactly with those on your form of ID.

**Step 3** Visit the USI website at: [www.usi.gov.au](http://www.usi.gov.au)

**Step 4** Select the 'Create a USI' link and follow the steps.

**Step 5** Agree to the Terms and Conditions.

**Step 6** Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen, plus, it will also be sent to your preferred method of contact (i.e. email).

**Step 7** You should then write down the USI and keep it somewhere handy and safe.