PLEASE DO THIS AS SOON AS POSSIBLE

Steps to create your Unique Student Identifier (USI)

A USI is effectively an account or 10 character alpha-numeric reference which will allow all of an individual’s training records, entered in the National Vocational Education and Training data collection, to be linked. The USI will make it easier for students to find, collate and authenticate their VET achievements into a single transcript. It will also ensure that students’ VET records are not lost

PLEASE NOTE: The College is not permitted to issue Statements of Attainment or Certificates unless a student has a verified USI.

The following steps show how to create your Unique Student Identifier (USI). You will need this number to be recorded for all VET subjects you are studying both in and out of school.

Go to- www.usi.gov.au/create-your-USI/Pages/default.aspx

**Step 1**
Get at least one form of ID from the list below ready:
- Driver’s Licence
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

**IMPORTANT:** The details you enter when you create your USI must match exactly with those shown on the form of ID used.

If you have no proof of ID from the list above, please advise your teacher.

**Step 2**
Click on ‘Create your USI’.

**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
Write down your USI and your name in the space provided at the bottom of this page and also enter it into your phone for safe keeping.

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

Step 10
Write your USI number down in a safe place for your records.

Step 11
Return this sheet to Mrs Fyffe in D Block Staff Room or email the sheet to her afyff1@eq.edu.au

Student Name: ________________________________       Year Level: _______

Student Signature: ____________________________       Date: ______________

The USI I have been issued is: __________________________
[PLEASE PRINT CLEARLY] __________________________

Forgotten USI
If you forget or lose your USI you can retrieve it online. You will need to enter a few details to verify who you are to display your USI. The details must be the same as those you entered when you applied for a USI or, if you did so, when you last updated your USI account.

Help
Visit the help centre for further help.