



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 Taylor in C Block or email the sheet to her mtayl505@eq.edu.au

Student Name: _____

Year Level : _____

Student Signature: _____

Date: _____

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

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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.