Background

From 1 January 2015, legislation requires that all students studying towards a VET qualification and/or Statement of Attainment must have a Unique Student Identifier (USI).

For VET results to be reported nationally and recorded in the national VET Registry, schools that are RTOs will need to report both the students' results and USIs to the QCAA.

Students are required to create their USI online.

Steps to create your Unique Student Identifier (USI)

The following steps show how to create your Unique Student Identifier (USI).

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

Step 1

Have 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.

Step 2
Click on 'Continue'.

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 safe keeping.

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

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.