

# How to create USI ?

# What is USI?

- ▶ USI stands for: Unique Student Identifier
- ▶ The USI is a reference number required by the Australian Government.
- ▶ It is made up of 10 numbers and letters that creates a secure online record of your recognised training and qualifications gained in Australia, and it will give you access to an online record of the training you have done since 1 January 2015.
- ▶ If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.

**IMPORTANT!**

# How to Create Your USI?

- ▶ 1. Google “USI”
- ▶ 2. Click the official website link:  
<https://www.usi.gov.au/>

# Create Your USI: Step 1

Jump to menu   Jump to content   Jump to footer   Get assistance with this site

Australian Government

**USI** Unique Student Identifier

Student Login

Search this site... GO

Home   About   Students   Training organisations   System developers   Help centre

*The USI Transcript Service Trial is now closed*

*Thank you to those who participated and provided feedback.*

*Please visit our website for updates on the USI Transcript Service.*

I want to know more about the USI.

Take me to [myskills.gov.au](https://myskills.gov.au) to find a course or training provider.

### Who are you?

- I am a student
- I am doing training
- I need or have a USI

- I am a training organisation
- I provide training

# Create Your USI: Step 2

The screenshot shows the Australian Government USI website. The header includes the Australian Government logo, the USI logo, and a 'Student Login' button. A search bar is also present. The navigation menu includes Home, About, Students, Training organisations, System developers, and Help centre. The main content area is titled 'Create your USI' and includes a breadcrumb trail: Home » Students » Create your USI. A sidebar on the left lists various options under 'Create your USI', with 'Steps to create your USI' selected. The main content area contains a checklist and a 'Who are you?' section with two radio button options: 'I am an Australian student' and 'I am an international student'. The 'I am an international student' option is selected and underlined. Below this, there is a note for international students studying in Australia and a section for 'International students studying offshore'.

Australian Government **USI** Unique Student Identifier

Student Login

Search this site... GO

Home About Students Training organisations System developers Help centre

Home » Students » Create your USI

## Create your USI

- Create your USI**
  - Steps to create your USI
  - Contact details
  - Password
  - International, Overseas and Offshore Students
  - Check Questions
  - Give your USI to your Training Organisation
- Personal details
- Manage your USI
- Training Records or Transcript
- Nationally Recognised Training
- Student Privacy, Terms and Conditions

Before you create your USI, please run through the checklist below to make sure you have everything you need before you start.

You can also view information on the [steps you will need to go through to create your USI](#).

### USI creation checklist

**Who are you? \***

I am an Australian student

I am an international student

If you are an International student studying in Australia you will require a USI. Note that you cannot apply for a USI while you are still overseas. You will only be able to apply for a USI once you have entered Australia using your non-Australian passport and Australian visa.

**International students studying offshore**

If you are an international student studying offshore, and do not intend on travelling to Australia to complete or undertake study, you do not need a USI. This also applies to New Zealand citizens.

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# Create Your USI: Step 3

## Verify your identity

In order to create a USI, we need to verify your identity. You can use one of the following forms of ID.

What form of ID do you want to use? \*

Passport (with Australian Visa)

Medicare Card

Certificate Of Registration By Descent

Driver Licence

ImmiCard



# Create Your USI: Step 4

Create your USI now

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You have everything you need to create your USI, click on the button below to get started.

Create your USI now

# Create Your USI: Step 5

## TERMS AND CONDITIONS

IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE.

The USI website [Terms and Conditions](#) define our shared responsibilities in regards to:

- Your personal information and privacy;
- Information Security;
- Accessibility.

If you are applying for a USI on behalf of another person, as their parent, legal guardian or carer, you **must** have the consent of that individual.

**Registered Training Organisations (RTOs) must not use this process. RTOs can only apply on behalf of a student through the USI Registry System Training Provider Login or their integrated student management system.**



I confirm that I have the consent of the applicant to apply for a USI on their behalf.

By agreeing to the terms and conditions I acknowledge that giving of false or misleading information is a serious offence.



I agree to the [Terms and Conditions](#). \*

More information in regards to the USI website terms and conditions can be found [here](#).

Next



# Create Your USI: Step 6

## USI STUDENT PORTAL

On this page you can:

1. Create a USI account (if you don't already have one)
2. View your application status
3. Login to your USI account
4. Retrieve your USI
5. Reset your password
6. Activate your USI account.

### CREATE USI

If you do not have a USI account you can create one now.

You only need to fill in a few details and have one form of ID to verify who you are. Please select **Create USI** to start your application.

Create USI >

Have you requested help? [View progress of your help request](#)

Do you want to withdraw your Help Request? [Withdraw your help request](#)

Are you waiting for your USI? [View your application status.](#)

# Create Your USI: Step 7

COMPLETE  
ALL OF  
THESE  
SECTIONS

\* Indicates a mandatory field

### PERSONAL DETAILS

#### Name Details

Do you have a First Name and Family Name e.g. John Smith?

Yes  No, I only have one name

First Name \*

Middle Name

Family Name \*

Date of Birth \*

Confirm Date Of Birth \*

Country of Birth \*

Town/City of Birth \*

Gender \*  Male  Female  X (indeterminate/intersex/unspecified)

### CONTACT DETAILS

Email Address

Mobile Number   
*E.g. 0455 555 555*

Home Phone   
*E.g. 02 5555 5555*

#### Address Details

Country of Residence \*

Address

# Create Your USI: Step 8

## CREATE USI - EVIDENCE OF IDENTITY



We need to confirm your identity. Please select a form of ID and select **Next**.

★ Indicates a mandatory field

### DOCUMENT TYPE

Document Type

- ★  Driver's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

[Cancel](#)

[Back](#)

[Next](#)

# Create Your USI: Step 9

## CREATE USI - EVIDENCE OF IDENTITY



An Australian Visa relates to a Non-Australian passport. Please enter the Passport Number and Country where the passport was issued and select **Next**. See link below or see **Help**

\* Indicates a mandatory field

### NON-AUSTRALIAN PASSPORT (WITH AUSTRALIAN VISA) DETAILS

First Name

Family Name

Date of Birth

Passport Number



Country of Issue



Select



[Visa Documentation](#)

[Cancel](#)

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# Create Your USI: Step 10

- ▶ Create Your Password & Check Questions

Please keep your USI number with you and provide the number to us when you come to the orientation.