



## Unique Student Identifier (USI)

A **USI (Unique Student Identifier)** is a free 10-character code issued by the Australian Government for students completing nationally recognised training. It stays with you for life and keeps a secure online record of your education and training achievements. VET certificates **cannot be issued** to ANY student in Australia without this number. Students are required to create their own USI number and provide to the school for record keeping.

### What is a USI?

The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

### Steps To Create Your Unique Student Identifier (USI)

- Step 1** Have at least one form of ID ready: Driver's Licence, Medicare Card, Australian Passport, Visa, Original Australian Birth Certificate, Certificate Of Registration By Descent Citizenship Certificate, ImmiCard
- Step 2** Go to: <https://www.usi.gov.au/>
- Step 3** Click on *Create my USI > Create a USI > Create USI*
- Step 4** Select *Evidence of Identity* and follow instructions.
- Step 5** Enter *Personal Details* and follow instructions.
- 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 somewhere safe or enter it into your phone for safe keeping.
- Step 9** Your USI number will also be sent to you either by email, phone or by mailing address (which ever you chose as your preferred contact method when creating your USI).
- Step 10** Fill in the form below and return to the main administration office at William Ross SHS or email to [asubk0@eq.edu.au](mailto:asubk0@eq.edu.au)

If you have any difficulties generating a USI number please contact the school 07 4726 7666.

### Please Complete and Return to WRSHS Administration Office

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*Ensure all details are written clearly and accurately*

Student Name: \_\_\_\_\_

PEC Class: \_\_\_\_\_

USI Number: \_\_\_\_\_