2 February 2018

Dear Parent/Guardian

IMPORTANT REMINDER: *UNIQUE STUDENT INDENTIFIER (USI)*

As of January 2015, a new National Register for Vocational Education and Training (VET) was introduced that requires all students to have an individual USI number. VET certificates cannot be issued to ANY student in Australia without this number. As yet, your son/daughter has not submitted his/her USI and is not eligible to receive any VET certification.

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: www.usi.gov.au
Step 3 Click on 'Create your USI'. 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).
Step 10 Fill in the form below and return to the main administration office at William Ross SHS

If you have any difficulties generating a USI number please contact the Deputy Principal, Ms Subke, or the Head of Senior School, Ms Fergusson.

Allan Evans
Principal

Casey Subke
A/Deputy Principal

Natalie Fergusson
Senior School/VET

UNIQUE STUDENT IDENTIFIER (USI) NUMBER

Please complete this form and return to the main administration office

Ensure all details are written clearly and accurately.

Student Name:_____

PEC Class: _____

USI Number: _____