

Steps to create your USI (Unique Student Identifier)

The USI brings together your records of any nationally recognised training completed after 1 Jan 2015. There is no fee charged by the government to creating your USI and maintain your USI account.

10 simple steps to create a USI – Free for all Students

Step 1	<p>Get at least one <u>form of ID</u> from the list below ready:</p> <ul style="list-style-type: none"> ▪ <u>Driver's Licence</u> ▪ <u>Medicare Card</u> (<i>this includes a current family Medicare card where your name is included</i>) ▪ <u>Australian Passport</u> ▪ <u>Visa (with Non-Australian Passport)</u> for international students ▪ <u>Birth Certificate</u> (Australian) <i>*please note a Birth Certificate extract is not sufficient</i> ▪ <u>Certificate Of Registration By Descent</u> ▪ <u>Citizenship Certificate</u> ▪ <u>ImmiCard</u> <p>IMPORTANT: The details you enter when you create your USI must match exactly with those shown on the form of ID used.</p>
Step 2	<p>Go to www.usi.gov.au website. Click on 'Create your USI'.</p>
Step 3	<p>Agree to the terms and conditions.</p>
Step 4	<p>Fill in your personal and contact details</p>
Step 5	<p>Enter the requested details as shown on your form of ID (see list above).</p>
Step 6	<p>Set your USI account password and questions for security.</p>
Step 7	<p>Your USI will now be displayed on the screen.</p>
Step 8	<p>You should write down your USI somewhere safe or enter it into your phone for safe keeping.</p>
Step 9	<p>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).</p>
Step 10	<p>Be sure to bring your USI with you when you enrol with REACH for Training.</p>

Duplicate USI

When you create your USI the system will check existing accounts and advise if there is a USI account already established. Report the issue to the USI Office.

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 when you last updated your USI account.

Help Line for USI Office:

Email: usi@industry.gov.au

Phone: 13 38 73

Note: The above information is adopted from the USI website. For more details refer to the www.usi.gov.au.