



Australian Government

Department of Industry

# Skills

Unique Student Identifier

**HAVE YOU GOT YOUR NUMBER?**

*From 1 January 2015 each student will need a Unique Student Identifier (USI) to obtain their certificate or qualification from their registered training organisation, when studying nationally recognised training in Australia.*

This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which will help keep all your training records together.

For more information visit [www.usi.gov.au](http://www.usi.gov.au) or ask your training organisation.

*Are you ready for the USI?*

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**WWW.USI.GOV.AU**



## How to get a USI

It is free and easy for students to create their own USIs online.

While students may create their own USI, training organisations are also able to create USIs for students. Training organisations should do this as part of the enrolment process when students begin studying. Where this service is provided, training organisations will let students know.

### **Steps to create a USI**

The following steps show how students can create a USI:

**Step 1** Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

**IMPORTANT:** To make sure we keep all a student's training records together, the USI will be linked to the student's name as it appears on the form of ID used to create the USI. The personal details entered when a student creates a USI must match exactly with those on their form of ID.

For more information please visit: [usi.gov.au](http://usi.gov.au)

Or contact us at Email: [usi@industry.gov.au](mailto:usi@industry.gov.au)

Phone: Skilling Australia Information line – **13 38 73**

To view this document online please visit: [usi.gov.au](http://usi.gov.au)

If a student has no proof of ID from the list above, they will be required to contact their training organisation about other forms of ID they can accept to help a student get a USI.

**Step 2** Have contact details ready (e.g. email address, or mobile number, or address).

**Step 3** Visit the USI website at: [usi.gov.au](http://usi.gov.au).

**Step 4** Select the 'Create a USI' link and follow the steps.

**Step 5** Agree to the Terms and Conditions.

**Step 6** Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact.

**Step 7** The student should then write down the USI and keep it somewhere handy and safe.