HOW TO APPLY FOR A USI

UNIQUE STUDENT IDENTIFIER

What is a USI?

- A unique student identifier (USI) is a reference number made up of ten numbers and letters.
- Your USI links to an online account containing records and results (transcripts) of vocational education and training (VET) you have completed since 1 January 2015.

Why do I need a USI?

- A USI gives you easy access to your training records and transcripts throughout your life.

Applying for a USI

- A USI is free, easy to create.
- Creating your USI should take less than 5 minutes.
- Go to usi.gov.au and click on 'Get a USI'.
- You can do this yourself or it may be done on your behalf by your education or training provider.
- You can create your USI using your Digital Identity. Digital Identity is a safe, secure and convenient way to prove who you are online. myGovID is the Australian Government's Digital Identity app.
- You must have evidence of your identity such as Driver's Licence, Medicare Card, Passport, Birth Certificate, Citizenship Certificate, ImmiCard and Centrelink Concession Card. These will be verified through the Document Verification Service.
- Once the form is completed your USI will now be displayed on the screen and will be sent to you for your records.
- Keep it somewhere safe – it's your lifelong education number.

Find your USI

- If you have undertaken any VET, you may already have a USI.
- On the usi.gov.au website click 'Forgotten USI' on the student page.
- There are four options to retrieve your USI. The email address, mobile number or personal details must be the same as your USI account.
- Your USI will then be displayed on the screen.

Sharing your USI with education or training providers

- Your education or training provider will need to collect and verify your USI. To help them do this, you can print or email your USI verification details from the final screen.
- You can also give access to providers to view and/or update your USI account and view your VET transcript by entering them in your enrolment form.