



STUDENT INFORMATION ON THE UNIQUE STUDENT IDENTIFIER (USI)

USI...it's yours for life!

If you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes students studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate (e.g. First Aid certificate or White Card training) or diploma course.

A USI is made up of ten numbers and letters and will look something like this: 3AW88YH9U5. It normally takes less than 5 minutes to create online.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life. Linked training records in the national collection also help the Australian Government to better understand how well our training system is meeting individual, community and industry needs.

Your USI gives you access to your online USI account and once you've undertaken some training your USI account will allow you to view your nationally recognised training records and results in the form of a USI transcript. You will also be able to view, download or print your USI transcript for free. Please remember, that the USI transcript only includes training completed after 1 January 2015. You can access your USI account online from a computer, tablet or smart phone almost anywhere, anytime.

WHEN DO I NEED A USI?

You will need a USI when you enrol or re-enrol in training if you are a:

- student undertaking nationally recognised training, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course; or
- school student undertaking nationally recognised training while at school.

Some examples of training where you need a USI include Responsible Service of Alcohol (RSA), White Card or a First Aid certificate.

If you are an international, overseas or an offshore student please visit the [website](#) for more information.

Once you have created your USI, it's yours for life. You:

- must provide your USI to each training organisation you study with (from your USI account you can email or print out a hard copy);
- can view and update your details in your USI account;
- once you've undertaken some training, you can view, download and print your transcript;
- can give your training organisation permission to view and/or update your USI account;
- can give your training organisation view access to your transcript online.

If you forget your USI, it is easy to look it up. For more information on how to find your forgotten USI, please refer to the [USI website](#).

HOW TO GET A USI

It's free and easy for you to create your own USI and it takes less than 5 minutes online!

While you may create your own USI, most training organisations can help you if you have trouble or even create a USI for you. Training organisations may do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

STEPS TO CREATE YOUR USI

The following steps show how you can create a USI:

Step 1 Have one of the forms of ID listed below:

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

IMPORTANT: The personal details entered when you create a USI must match exactly with those on your form of ID.

If you do not have a form of ID listed, you can contact your training organisation about the other forms of ID they can accept to create your USI for you.

Step 2 Visit the USI website at usi.gov.au.

Step 3 Select 'Student Login' on the homepage. Read and agree to the Terms and Conditions Step 4 Select the 'Create a USI' tile.

Step 5 Follow the instructions to create a USI— it should take less than 5 minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to you.

Step 6 You should write down your USI and keep it safe and handy somewhere, perhaps on your phone. When enrolling in training, your training organisation will need to collect and verify your USI. To help your training organisation do this, you can select the 'Print your USI' or 'Email your USI' option from this screen. Click [here](#) for more information.

TIP: From your USI account, you may also wish to set permissions for your training organisation to view your transcript, view your details and/or update your details.

For more information on setting permissions, please refer to the [Student Quick Guide](#) for step-by-step instructions. It is important to note that you can remove permissions at any time.

Remember, your USI is yours for life!

If you're unsure if you have a USI or have forgotten it, don't create a new one. Just look it up! For more information, [click here](#).