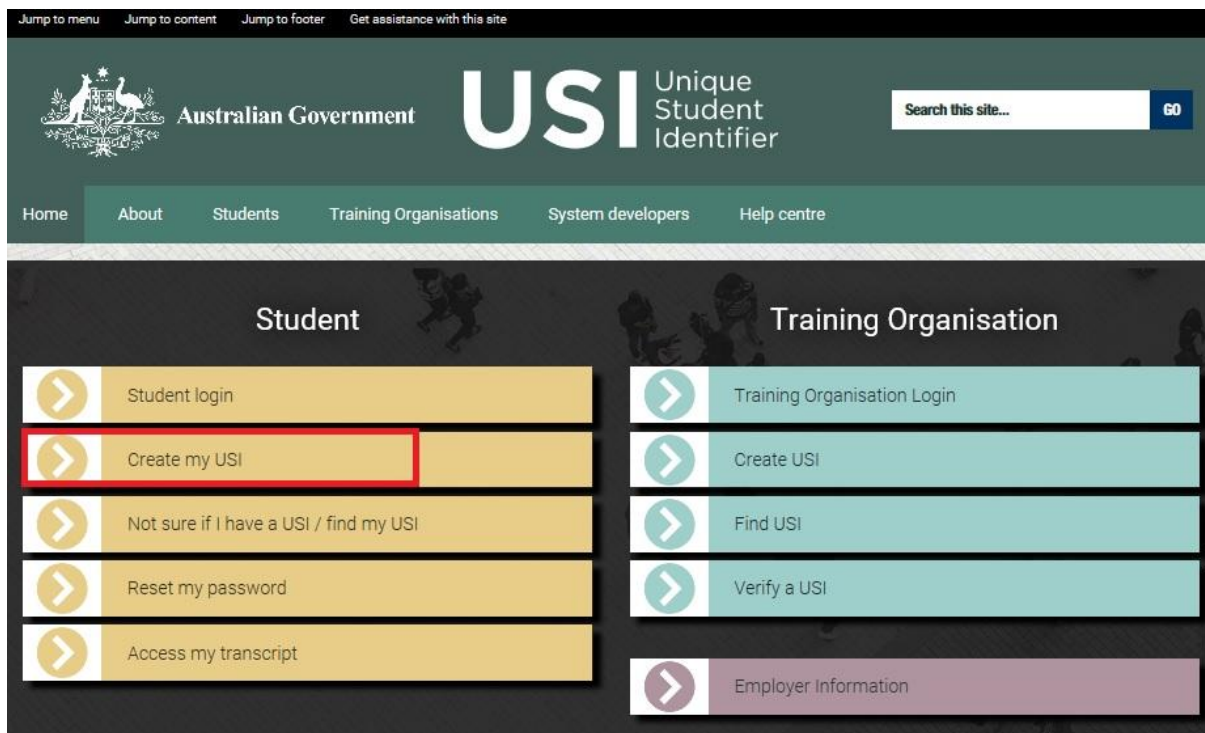


Creating a USI - Guide for Students

**Please note that Registered Training Organisation can only create a Student's USI if written consent and valid ID is provided.*

1. Go to www.usi.gov.au

2. On the home page menu buttons, select '**Create my USI**' from the Student Section, as displayed below:



3. This will take to the Student Page of the USI website. You will then need to select if you are an Australian Citizen, or international Student.

4. You will then be asked to specify the Identification document you wish to verify your identity. Click on the relevant button. (Example below)

Verify your identity

In order to create a USI, we need to verify your identity. You can use one of the following forms of ID.

What form of ID do you want to use? *

Australian Passport

Australian birth certificate

Australian Driver's Licence

Medicare Card

Certificate Of Registration By Descent

Citizenship Certificate

ImmiCard

- Once you have selected your form of ID, click '**Create your USI now**'
- A reminder will appear to ensure you have a form of ID ready. Click '**Continue**'
- Terms and Conditions of creating a USI will appear. Please read the terms, and if you agree, please tick both boxes and click '**Next**'
- Click the '**Create USI**' button
- Enter your personal details below. *Please note that all fields marked with a * must be completed.*

CREATE USI - PERSONAL DETAILS

i You are now going to create your USI. Before you commence, please ensure you have a form of ID such as a Driver's Licence. Please complete the following details matching your form of ID and select **Next**.

* Indicates a mandatory field

PERSONAL DETAILS

Name Details

Do you have a First Name and Family Name e.g. John Smith?

Yes No, I only have one name

First Name *
Use capitals as appropriate - e.g. Kim

Middle Name
Use capitals as appropriate - e.g. Spencer

Family Name *
Use capitals as appropriate - e.g. McCosker, de Smeth

Date of Birth *
Format DD/MM/YYYY

Confirm Date Of Birth *

Country of Birth *

Town/City of Birth *

Gender *

Country in which you are studying *

HELP

Personal Details

Personal Details include your name, gender, date of birth and where you were born. These must match the details on the form of ID.

[More Help...](#)

Contact Details

Contact Details include your preferred contact method, email address, phone number and address. It is important that these details are up-to-date and correctly entered. The contact details will be used by the USI Registrar to:

- send you a link to activate your USI account
- advise you if your USI account details are changed
- reset and advise you of a new password if you requested one
- respond to your enquiries and help requests.

You may complete all fields or just the preferred contact method chosen.

If you change your contact details in the future please ensure you update your USI account.

[More Help...](#)

11. Click 'Next'. A screen will then appear asking you to confirm details are correct. Once confirmed, please click **'Next'**

12. You will then be asked to verify your Identity by providing one of the following Form's of ID:

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

Please select the form of ID you have and click **'Next'** .

13. You will then be asked to enter in the details of the form of ID:

For example: For a Medicare Card, you will be asked for the Number, Reference and Expiry date.

14. Once you have entered the details, please click **'Next'**

This will then connect to the Document Verification Service and verify the details are a match.

15. Once details have been verified, a success message will appear.

The USI number will also appear (please see example below)

The screenshot displays the Skills Unique Student Identifier Registry (USI) portal. At the top, it shows the Australian Government Department of Industry logo and the Skills Unique Student Identifier Registry logo. A user is logged in as 'Abe Form - 0001' with a 'Log Out' button. Below the header is a navigation bar with 'Create USI', 'Verify USI', 'Find USI', and 'View Reports' buttons. The main content area shows a success message: 'CREATE USI - SUCCESS'. The message states: 'The USI account has been created. The USI is G8CWY5RHWR. The student will be notified of their USI.' Below the message are two links: 'Return to home page' and 'Create another USI'. At the bottom of the page, there is a footer with links for 'Disclaimer', 'Security', 'Accessibility', 'Privacy', 'Copyright', 'Terms and Conditions', and 'Contact us', along with the text 'Times are shown in Canberra, Australia time.'

Please record this number on your Student Enrolment form, along with the SACE ID number and provide to the RTO for processing.