

USI - Unique Student Identifier

[Home \(/\)](#) » [Help centre \(/help-centre\)](/help-centre) » [How do I create a USI? \(/students/how-do-i-create-usi\)](/students/how-do-i-create-usi)

Listen

(https://app-as.readspeaker.com/cgi-bin/rsent?customerid=7829&lang=en_au&readid=readspeaker-target&url=https%3A//www.usi.gov.au/students/how-do-i-create-usi)

How do I create a USI?

Create your own USI

This video is a tutorial for students demonstrating how to create a USI.

[More about this video \(/video/create-your-own-usi-student-video\)](/video/create-your-own-usi-student-video)

Creating a Unique Student Identifier (USI) is quick, easy and free. Below is a step by step tutorial showing you exactly what you will need to follow to create your USI.

You may also like to watch our video tutorial on how to create a USI. Watch and listen as we show you how to create a USI in real time.

Have a valid form of ID handy

Have at least one form of current and valid ID handy that we will accept. [See the full list of ID types here \(/about/forms-identification\)](/about/forms-identification)! Don't worry, we accept many forms of ID and most people will own not one but two or three forms of ID we accept. If you do not have one of these forms of ID contact your training organisation for assistance.

IMPORTANT: When you create your USI, enter your details exactly as they appear on your form of ID.

Go to the USI Creation page

The page is located [here \(/students/create-your-usi\)](/students/create-your-usi), but read this whole page first!

Next agree to the Terms and Conditions



TERMS AND CONDITIONS

IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE.

The USI website [Terms and Conditions](#) define our shared responsibilities in regards to:

- Your personal information and privacy;
- Information Security;
- Accessibility.

If you are applying for a USI on behalf of another person, as their parent, legal guardian or carer, you **must** have the consent of that individual.

Registered Training Organisations (RTOs) must **not** use this process. RTOs can only apply on behalf of a student through the USI Registry System **Training Provider Login** or their integrated student management system.

I confirm that I have the consent of that individual.

A

By agreeing to the terms and conditions I acknowledge that giving of false or misleading information is a serious offence.

I agree to the [Terms and Conditions](#). *

B

More information in regards to the USI website terms and conditions can be found [here](#).

Next

C

[Disclaimer](#) [Security](#) [Accessibility](#) [Privacy](#) [Copyright](#) [Terms and Conditions](#) [Contact us](#)

Times are shown in Canberra, Australia time.

If you see the Terms and Conditions page then tick the appropriate box below, if you don't see it, don't panic but just go straight to step 4.

- Read the content on the page
- A Check box
- B Check box
- C Click the "Next" button

Personal details

★ 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

A

First Name ★

Middle Name

B

Family Name ★

Date of Birth ★

C

Confirm Date Of Birth ★

Country of Birth ★

D

Town/City of Birth ★

Gender *

- Male
- Female



CONTACT DETAILS

Email Address

Enter your personal details or if you have a problem with them [get more information here \(/students/create-your-usi/personal-details\)](/students/create-your-usi/personal-details).

IMPORTANT: Enter your details exactly as they appear on your form of ID.

- o A Select whether you have a first name and a family name or if you only have one name
- o B Enter your name(s)
- o C Enter, and confirm, your date of birth
- o D Enter your country and place of birth
- o E Enter your gender

Note: Your gender does not need to be reflected on your form of ID when creating a USI.

Contact details

CONTACT DETAILS

Email Address



Mobile Phone

E.g. 0455 555 555



Home Phone

E.g. 02 5555 5555



Address Details

Country of Residence *

Australia

Address

Suburb/Town/City

State

Select

Postcode



[Cancel](#)

Next



Enter as many of the contact details as you can or if you have a problem with them [get more information here](/students/create-your-usi/contact-details).

- o A Enter your "Email Address" (needs to be unique to you)
- o B Enter your "Mobile Phone" number
- o C Enter your "Home Phone" number
- o D Enter your "Address Details"
- o E Click on the "Next" button

Confirming your identity

Once you have entered your details, the USI Registry System will check and confirm your identity using the 'Documentation Verification Service' (~~D.V.S. (Document Verification Service)~~).

Securing your account

Next set your [USI password \(/students/create-your-usi/password\)](/students/create-your-usi/password) and [check questions \(/students/create-your-usi/check-questions\)](/students/create-your-usi/check-questions).

You're done!

Your USI will now be displayed on the screen and will have been sent to you for your records. Please keep a record of this number as this USI is yours for life!

If you are enrolling in training your training organisation will need to collect and verify your USI. To help your training organisation to do this, you may want to print or email your USI verification details from this screen.

You can also set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

What now?

Each time you enrol with a new training organisation remember to give them your USI, either by email or by providing access!

[I want to create a USI now \(/students/create-your-usi\)](/students/create-your-usi)

If you need more help, [check the information in our help centre \(/help-centre/students/browse?topics=391\)](/help-centre/students/browse?topics=391).

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