



Unique Student Identifier (USI)

**NEW GOVERNMENT STANDARDS**  
**ALL STUDENTS MUST HAVE THEIR OWN USI &**  
**SUBMIT THIS TO THEIR TRAINER**

**This applies to: New students - Pre-enrolled students - Continuing students.**

All Students are required to give their USI to each new training organisation they enrol in their future training. This USI will be with you for the rest of your life of study and will occur as part of the enrolment process.

From 1st January 2015 all students undertaking nationally recognised training delivered by a registered training organisation (RTO) will **need to have** a Unique Student Identifier (USI).

The USI is a requirement of the Australian Government/Department of Industry, under Commonwealth legislation and conditions of registration for training organisations.

**The USI is now a mandatory data field** for reporting nationally recognised training.

**You must have a valid USI before you can be issued with a qualification or statement of attainment.**

A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all of a student's nationally recognised training records and results from 1st January 2015. A student's results from 2015 will be available in their USI account in 2016.

When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life.

Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime.

The introduction of the USI will link with the new [VET data collection and reporting requirements](#)

## CREATING YOUR USI (Unique Student Identifier)

LOG ON TO [WWW.USI.GOV.AU](http://WWW.USI.GOV.AU) (Website for creating USI Identifier)

The following steps explain how students can create their own Unique Student Identifier (USI):

### **Step 1**

Obtain **ONE** form of ID from the list below ready:

- [Driver's Licence](#)
- [Medicare Card](#)
- [Australian Passport](#)
- [Visa \(with Non-Australian Passport\)](#) for international students
- [Birth Certificate \(Australian\)](#) \*A Birth Certificate Extract is not sufficient
- [Certificate Of Registration By Descent](#)
- [Citizenship Certificate](#)
- [ImmiCard](#)

**IMPORTANT:** The details a student enters when you create their USI must match exactly with those shown on your form of ID.

### **Step 2**

Have your personal contact details ready, (e.g. email address, mobile number, mailing address).

### **Step 3**

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

### **Step 4**

Select 'Student Entry' and then select '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 – ensure your personal details match exactly that on your ID. Upon completion the USI will be displayed on the screen and also sent to your preferred method of contact.

### **Step 7**

Write down your USI and keep it somewhere safe

## **Duplicate USI**

When you create your USI the system will check existing accounts and advise if there is a USI account already established. If you or your training organisation become aware of the possibility of you having two USIs, either party should report the issue to the USI Office. The USI Office will work with the relevant parties to resolve the issue and advise you of the outcome.

## **Forgotten USI**

If you forget or lose your USI you can retrieve it online. You will need to enter a few details to verify who you are to display your USI. The details must be the same as those you entered when you applied for a USI or, if you did so, when you last updated your USI account.

## **Notifications**

Once you have provided the College with your USI, the College is required to verify and confirm that it is correct. Completion of this process results in a notification being sent to from the USI office advising you that the College has located your USI to verify it.

## **Help**

Visit the [help centre](#) on the website for further help.

We hope this helps you to create your UNIQUE STUDENT IDENTIFICATION.

Kind Regards,

Jennifer Beasley

CEO

College of Neuro Training