



Registering for a USI number

You MUST have a USI number to receive credit for any nationally recognised training.

What do I do with this form?

1. Take this form home and fill in the identity section (turn this sheet over). You will need your Medicare card or similar identification to fill this out.
2. Bring the form back to school with the appropriate ID details
3. Follow the instructions on this sheet to create your own USI number in class.

About Unique Student Identifier (USI) Number

What is a USI?

A Unique Student Identifier (USI) is a number that is exclusive to you and will record all nationally recognised courses that you complete from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

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.

Why Do I Need a USI?

Having a USI allows for one central location to record results for all nationally recognised training whether it was completed at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate course, diploma or any other accredited course.

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- Student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- School student completing nationally recognised training; or
- Student continuing with nationally recognised training.

You are a continuing student if you were enrolled and have already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Creating your USI

1. Click on or go to <http://usi.gov.au/Pages/default.aspx>
2. Go to **create your USI**
3. Have an acceptable Australian form of ID (*e.g. Drivers Licence, Medicare Card, Australian Passport, Visa (with non-Australian Passport) for international students, Australian Birth Certificate, Citizenship Certificate, Certificate of Registration by Decent, ImmiCard etc.*)

For extra assistance with creating or finding your USI, please click on the Student Help link below <http://usi.gov.au/help-centre/student-help/Pages/default.aspx>



What to do-

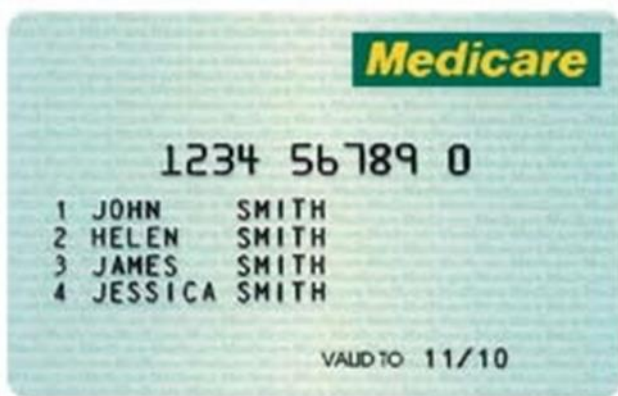
Collect your Medicare details here-

Name on the card- _____

Medicare card Number- _____

Individual reference number- _____

Card colour- _____ Expiry Date- _____



For more information on proof of ID or form of ID please click on

<http://usi.gov.au/help-centre/proof-of-ID/Pages/proof-of-ID.aspx>

4. Accept the terms and conditions
5. Click on **Create USI** on the **Skills Unique Student Identifier Registry website**
6. Enter Personal Details
7. Confirm Details
8. Ensure all details entered match the details shown on your form of ID provided
9. Evidence of Identity
10. Set Password
11. Check questions and answers
12. Activate your account

Once you create your USI you will need to fill in the section below and hand back to your teacher by the 07/03/15.

First Name- _____

Last Name- _____

Date of Birth- _____

USI Number- _____

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