***UNIQUE STUDENT IDENTIFIER (USI)***

Dear Parent/Guardian

Our School creates many opportunities for our students to enrol in Vocational Education and Training (VET) courses. VET courses offered to our students allow them to gain practical skills and knowledge needed for joining the workforce for the first time, gaining an apprenticeship or traineeship or to enter into tertiary study. All students must create and register an individual USI number. *Students choosing not to supply a USI will not receive VET certification and will not have their results appear and be accessible through the Commonwealth USI Registry*.

A USI is your student’s individual education number which is used for life and creates an online record of your student’s Australian training achievements.

To help your son/daughter to create their USI number please follow these steps:

**Steps To Create Your Unique Student Identifier (USI)**

**Step 1** Have at least one form of ID ready: Driver’s Licence, Medicare Card, Australian Passport, Visa, Original Australian Birth Certificate, Certificate of Registration by Descent Citizenship Certificate, ImmiCard

**Step 2** Go to: www.usi.gov.au

**Step 3** Click on ‘For students’, then click on ‘Get a USI’.

**Step 4** Click on ‘Click here to get your USI’. Agree on the terms and conditions and click ‘next’.

**Step 5** Click on ‘Create USI’.

**Step 6** Answer the question ‘Are you applying for a USI on behalf of another person’, click on ‘next’.

**Step 7** Choose your evidence document from the drop-down box (see list above) *example: Medicare* card.

**Step 8** Complete your person details section. You must use the name on your chosen evidence document *example: Medicare card*, click on ‘next’.

**Step 9** Complete contact details – no not use your school email, click ‘next’.

**Step 10** Check your details are correct, click ‘confirm identity’.

**Step 11** Create USI, set your password, create questions and answers for your security, click ‘next’.

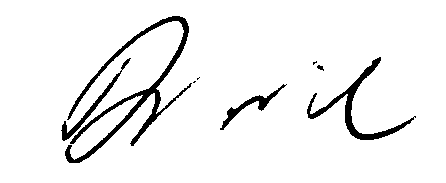
**Step 12** Your USI will now be displayed on the screen.

**Step 13** You should write down your USI somewhere safe

**Step 14** Your USI will also be sent to your nominated email address.

**Step 15** Fill in the form below and return to the main administration office.

If you have any difficulties generating a USI number please contact your teacher.





Don McDermid Bec Watts

**PRINCIPAL** **HEAD OF DEPARTMENT SENIOR SCHOOLING**

**UNIQUE STUDENT IDENTIFIER (USI) NUMBER**

Please complete this form and return to the main administration office. Ensure all detail are written clearly and accurately.

Student Name:

Care Group:

USI Number: