Dear Parents of Senior Students

The USI (Unique Student Identifier) was introduced nationally on 1 January 2015 for all students studying VET qualifications. **The school will not be permitted to issue Statements of Attainment or Certificates after this date unless students have a USI.** This year, your student will be studying at least one VET qualification as part of their timetable.

A USI is effectively an account with the students being assigned a unique identifier which will track all of an individual's training records that will stay with the student for life. Students should note that they will be unable to undertake a VET qualification without a USI, so it is critical that they register for one as a matter of urgency.

In order to obtain a USI, students are required by the federal government to provide one of the following forms of identification, such as:

- Australian Birth Certificate (full certificate)
- Medicare Card
- Australian Passport
- VISA (for international students)
- Drivers Licence
- Citizenship Certificate

A USI can be obtained online and at no cost to the student, Instructions on how to complete the process can be found on attached to this letter.

Once the application is complete, and a USI has been obtained, students need to fill out the section below, detach and return it to the school. Students should also **keep a copy** of their USI in their records at home.

Please remember that we cannot issue certificates and statements of attainment for students without USIs and that will impact QCE and student records if they transfer.
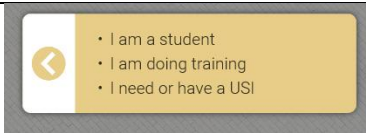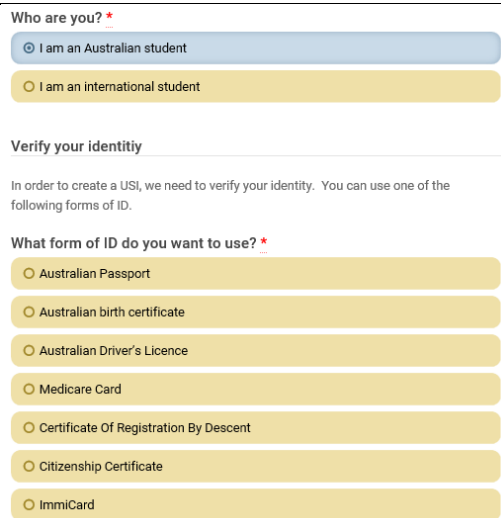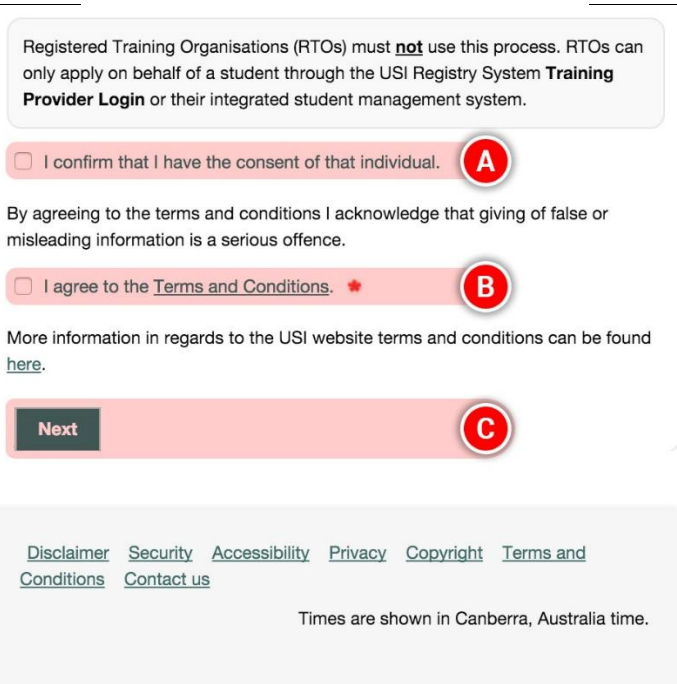
If you have difficulties registering for a USI please see Mrs Shaw in SupportWorx.

Regards

Tanya Shaw   Ray Clarke
Head of Department – VET/SATs   Principal

_____

I have successfully completed the USI registration and I authorise my USI to be entered and stored in school records for VET purposes.

Student Name: _____   Year Level: _____

Student Signature: _____   Date: _____

The USI I have been issued is: *[PLEASE PRINT CLEARLY]*										

Steps to creating your USI

Step 1: Go to the following Link https://www.usi.gov.au/ and click the "I am a Student/I need or have a USI button "	• I am a student • I am doing training • I need or have a USI
Step 2: Click the "I want to create a USI" Button from the links provided	I want to **create** a USI
Step 3: Select the correct option from the "Who are you" Section & Select the type of identification you will be using to obtain your USI. Click the "Create your USI now" button to continue	Who are you? * ⊙ I am an Australian student ○ I am an international student Verify your identitiy 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
Step 4: Check the Confirmation (A) and Agree to terms and conditions (B) check boxes click Next (C)	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.
Step 5: Click the create USI Button	Create USI ⊙

Step 6: Enter your details exactly as they appear on the form of ID that you are using ◦ **(A)** Select whether you have a first name and a family name or if you only have one name ◦ **(B)** Enter your name(s) ◦ **(C)** Enter, and confirm, your date of birth ◦ **(D)** Enter your country and place of birth ◦ **(E)** Enter your gender	**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 ★ Confirm Date Of Birth ★ **(C)** Country of Birth ★ Select Town/City of Birth ★ **(D)** Gender ★ ○ Male **(E)** ○ Female
Step 7: Enter as many of the contact details as you can. Your USI Number will be sent to these contacts.	**CONTACT DETAILS** Email Address **(A)** Mobile Phone E.g. 0455 555 555 **(B)** Home Phone E.g. 02 5555 5555 **(C)** **Address Details** Country of Residence ★ Australia Address **(D)** Suburb/Town/City State Select Postcode Cancel **Next** **(E)**
Step 7: Once you have entered your details, the USI Registry system will check and confirm your identity using the 'Documentation Verification Service'	
Step 8: Once complete, set you USI Password and Check Questions	
Step 9: Your USI will now be displayed on the screen. **Write it down** somewhere safe as well as on the form to be **returned back to Support Worx.**	