

## **Unique Student Identifier (USI):**

As a valued client, we would like to inform you that all students undertaking a VET accredited training course are required to provide a USI (Unique Student Identifier) at the time of enrolment. This includes Certificate, Diploma and short courses such as first aid courses.

### **What is a USI?**

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

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

### **Do you need a USI?**

Every student is required to have a USI before a RTO (such as Adelaide Safety Training) can issue your certificate and in order for your results to be added to your training transcript with the USI office.

It is easy to get a USI and you only have to do it once

### **How to get a USI**

The USI does not cost anything. It is a free service provided by the government to make it easier for you to manage and track your training history.

**To create your USI, log on to the Department of Industry's USI website at [www.usi.gov.au](http://www.usi.gov.au)**

Have at least one form of ID ready from the list below:

Driver's Licence

Medicare Card

Australian Passport

Non-Australian Passport (with Australian Visa)

Birth Certificate (Australian)

Certificate Of Registration By Descent

Citizenship Certificate

Immi Card

What if I have forgotten my USI?

The USI website [www.usi.gov.au](http://www.usi.gov.au) provides an option for you to retrieve your USI, if you forget it.

More Information

For more information please visit: <https://www.usi.gov.au/documents/studentsand-usi-factsheet-students> Or Email: [usi@education.gov.au](mailto:usi@education.gov.au)

Phone: USI office 1300 857 536