MILPARA KORUMBURRA'S COMMUNITY HOUSE

Creating your Unique Student Identifier (USI)

As of January 2015 all students completing nationally recognised training need to have a USI (Unique Student Identifier). It is a reference number that records your training in a secure online record. You are able to access a complete accurate list of your achievements from any VET (Vocational Education Training) organisation in the one secure location that you can access at anytime from anywhere.

Create your USI

1. **Please make sure you have one form of ID from the list below ready.**

   Examples of acceptable forms of ID:

   - Medicare Card
   - Driver's Licence
   - Australian Passport
   - Non-Australian Passport (with Australian Visa) for international students
   - Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
   - Certificate Of Registration By Descent
   - Citizenship Certificate
   - ImmiCard

Important: The details you enter MUST match the details shown on your form of ID

2. Open this webpage http://www.usi.gov.au
3. Click on Student Entry
4. Click on Create USI
5. Read through the information and click on continue.
6. **There is a page here which you need to tick regarding agreeing to terms and conditions.**
7. Again click Create USI.
8. Enter your details and follow prompts.
9. **Remember to write down your password**
10. **Remember to write down your secret questions and the answers**
11. **Write down your USI.**
12. Enter your USI on your enrolment form and return it with payment to Milpara Community House PO BOX 136, email milpara@dcsi.net.au