

# CREATE A USI

A USI is your lifelong education number – you only need to create it once. A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia. If you are at university, TAFE or doing other nationally recognized training, you need a USI.

All NRSHS students complete VET training in their Senior phase of learning.

**Identification requirements - You need one form of identification to create a USI.**

**Acceptable forms of ID:**

- Australian passport
- non-Australian passport (with Australian visa)
- Australian birth certificate
- Australian driver's licence
- Medicare card
- certificate of registration by descent
- Centrelink concession cards
- citizenship certificate
- ImmiCard

**Creating your USI should take less than 5 minutes**

- 1.Go to the website <https://www.usi.gov.au/students/get-a-usi>
- 2.Click on the large button "Get your USI now"
- 3.Agree to the Terms and Conditions
- 4.Click on the large box "Create USI"
- 5.Are you applying for a USI on behalf of another person – click yes if parent / carer
- 6.Choose "Parent or Guardian" from the drop down box & provide your name and an email, mobile or phone number. Click NEXT
- 7.Choose the Document Type in the 'Evidence of identity' section. Choose from the drop down box
- 8.Complete the required details asked for to confirm this evidence of identity document.
- 9.Complete the Personal Details section – make sure you complete this using the details provided on the evidence of identity documents – e.g. use legal names, not preferred or nicknames. Click NEXT
- 10.Complete the Contact Details for the student. Two methods of contact must be included. Recommended to provide a personal email address – not a school email address. Click NEXT
- 11.Confirm details, check that all the information you have provided is correct and accurate.
- 12.If Yes click CONFIRM IDENTITY
- 13.Click Print USI for a copy to be printed for your records, provide a copy to the school
- 14.Alternatively, record the USI below, provide a copy to the school