

### **Information regarding Unique Student Identifiers (USI)**

From January 2016, a USI will be required for all candidates undertaking a nationally recognised training course.

A USI account will contain all your nationally recognised training records and results. One of the benefits of having a USI will be easy access to your training results throughout your life.

You must complete every training enrolment form using your full name as it appears on your Drivers' Licence or other identification documents (eg Birth Certificate) or cards (eg Medicare) and your USI.

**We cannot issue a qualification to you unless you have provided your USI.**

Every candidate will have to create their own USI.

#### **How to create a USI:**

To create a USI, the candidate will follow the steps below:

Step 1: Have at least one form of Identification from the list below:

- Birth Certificate
- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)

Step 2: Have your personal contact details ready.

Step 3: Visit the USI website at: [www.usi.gov.au](http://www.usi.gov.au)

Step 4: Select 'Create a USI' link and follow the steps.

Step 5: Record your USI and keep secure.

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