

**MANDATORY REQUIREMENT FOR ALL STUDENTS TO OBTAIN A  
UNIQUE STUDENT IDENTIFIER**



***If you already have a USI number, do not create another one. Please provide the existing USI below.***

<b>STEP 1</b>	<p align="center"><b>A USI is for life! You only have to create it once.</b></p> <p>If you have done training since 2015, you probably have a USI. If you are unsure, go to the <a href="#">Find my USI</a> page to check. You will need to provide identification to create a USI. One of the following are acceptable forms of ID Australian Passport</p> <ul style="list-style-type: none"> <li>• Non-Australian Passport (with Australian Visa)</li> <li>• Australian Birth Certificate</li> <li>• Australian Driver's Licence</li> <li>• Medicare Card</li> <li>• Certificate of Registration by Decent</li> <li>• Citizenship Certificate</li> <li>• ImmiCard</li> </ul> <p>Should take less than 5 minutes to complete.</p>
<b>STEP 2</b>	GO TO: <a href="https://www.usi.gov.au/">https://www.usi.gov.au/</a> <span style="float: right;">USI Helpdesk - <b>1300 857 536</b></span>
<b>STEP 3</b>	Click on 'Create my USI' under the student heading
<b>STEP 4</b>	Click 'Create a USI'
<b>STEP 5</b>	Agree to the terms & conditions > Next
<b>STEP 6</b>	Click 'Create USI' and complete all necessary information until you reach step 7
<b>STEP 7</b>	Set your USI account password and questions for security
<b>STEP 8</b>	Your USI will now be displayed on the screen
<b>STEP 9</b>	<p>Write down this number:</p> <ol style="list-style-type: none"> <li>1. By completing the form at the bottom of this page for the front office</li> </ol> <p><b>AND</b></p> <ol style="list-style-type: none"> <li>2. In a safe place or enter into your phone for safe keeping- You will need to give this number to any future training providers you enroll with</li> <li>3. Please ensure your handwriting is clear and the letters/numbers are easy to decipher e.g. S and 5 can look similar when hand written</li> </ol>
<b>STEP 10</b>	<p>Complete and sign the form below and return it to the front office</p> <p><b>Please double check that you have written the USI down correctly on this form before you submit it</b></p>

***Your USI will also be sent to the email address you provided in your application***

**FORM**

Complete this form – Return to the front office		
Student's full name: (Exactly as it appears on birth certificate)		Please write your USI number below (10 numbers & letters)
Date of birth:		
Year Level:		
Form Class: (If known)		

I hereby give permission for Queensland Government to verify my USI as indicated above

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date