



Student USI Factsheet

10 simple steps to create a USI – Free for all Students

Step 1	Get at least one <u>form of ID</u> from the list below ready: <ul style="list-style-type: none">▪ <u>Driver's Licence</u>▪ <u>Medicare Card</u> <i>(this includes a current family Medicare card where your name is included)</i>▪ <u>Australian Passport</u>▪ <u>Visa (with Non-Australian Passport)</u> for international students▪ <u>Birth Certificate</u> (Australian) <i>*please note a Birth Certificate extract is not sufficient</i>▪ <u>Certificate Of Registration By Descent</u>▪ <u>Citizenship Certificate</u>▪ <u>ImmiCard</u> <p>IMPORTANT: The details you enter when you create your USI must match exactly with those shown on the form of ID used.</p>
Step 2	Go to www.usi.gov.au website. Click on 'Create your USI'.
Step 3	Agree to the terms and conditions.
Step 4	Fill in your personal and contact details
Step 5	Enter the requested details as shown on your form of ID (see list above).
Step 6	Set your USI account password and questions for security.
Step 7	Your USI will now be displayed on the screen.
Step 8	You should write down your USI somewhere safe or enter it into your phone for safe keeping.
Step 9	Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).
Step 10	Be sure to bring your USI with you when you enrol with N K Training Centre.

Duplicate USI

When you create your USI the system will check existing accounts and advise if there is a USI account already established. Report the issue to the USI Office.

Forgotten USI

If you forget or lose your USI you can retrieve it online. You will need to enter a few details to verify who you are to display your USI. The details must be the same as those you entered when you applied for a USI or when you last updated your USI account.

Help Line for USI Office:

Email: usi@industry.gov.au

Phone: 13 38 73

Note: The above information is adopted from the USI website. For more details refer to the www.usi.gov.au.