

Please follow the steps to apply USI number:

Step 1: Go to the website <https://www.usi.gov.au/students/get-a-usi>  
Click the green button “**Click here to Get your USI**”



[Home](#) > [For students](#)

## Get a USI

A USI is your lifelong education number – you only need to create it once.

You can create your USI in the [Student Portal](#).

[Click here to Get your USI](#)

## Already have a USI?

If you have undertaken any vocational education and training (VET) since 2015, you may already have a USI. [Find it now](#).

Step 2: Tick  I agree to the [Terms and Conditions](#).

You are here: [Home](#) > [Terms and Conditions](#)

### TERMS AND CONDITIONS

#### IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE.

The USI website [Terms and Conditions](#) define our shared responsibilities in regards to:

- Your personal information and privacy;
- Information security;
- Accessibility.

Education or training providers [must not use this portal](#) (Student Portal) to create, view, or update student USIs. Organisations can only operate on behalf of a student through their integrated student management system or via the [USI Organisation Portal](#).

By agreeing to the terms and conditions I acknowledge that giving of false or misleading information is a serious offence.

I agree to the [Terms and Conditions](#). \*

More information in regards to the USI website terms and conditions can be found [here](#).

[Next](#)

Step 3: Choose the option “**Create USI**”

## CREATE USI

If you do not have a USI account, you can create one now.

You only need to fill in a few details and have one form of ID to verify who you are. It should only take you about 5 minutes. Please select Create USI.

[Create USI](#)

You can create your USI using your Digital Identity. Digital Identity is a safe, secure and convenient way to prove who you are online. [myGovID](#) is the Australian Government's Digital Identity app.

 [Continue with Digital Identity](#)

Step 4: Click “No”, and go “NEXT”

## CREATE USI

★ Indicates a mandatory field

**i** Are you applying for a USI on behalf of another person? If you are providing assistance and the person is with you, select No. If you are applying for a USI on behalf of another person who is not currently with you, select Yes.

★ Are you applying for a USI on behalf of another person?  Yes  No

[Cancel](#) **Next**

Step 5: Fill up all the personal details

★ Indicates a mandatory field

### EVIDENCE OF IDENTITY

Document Type ★

### PERSONAL DETAILS

#### Name Details

Do you have a First Name and Family Name e.g. John Smith?  
 Yes  No, I only have one name

First/Given Name ★

Middle Name/s

Family/Last Name ★

For business or official purposes are you known by any other name that is not on your form of ID?  
 No  Yes

Date of Birth ★

Confirm Date of Birth ★

Gender ★  Male  
 Female  
 X (indeterminate/intersex/unspecified)

Country of Birth ★

Town/City of Birth ★

[Cancel](#) **Back** **Next**

=>

Select ▼

- Select
- Driver's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (New Zealand)
- Non-Australian Passport (with Australian Visa)**
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard
- Aviation-Maritime Security Identification Card
- Centrelink Concession Card

## Step 6: Fill up all the contact details, and go “NEXT”

\* Indicates a mandatory field

### CONTACT DETAILS

Email Address	<input type="text" value="e.g. name@example.com"/>
Mobile Number	<input type="text" value="e.g. 0400000000"/>
Home Phone	<input type="text" value="e.g. 0200000000"/>

### Postal Address Details

Country of Residence <i>This is the Country where you live</i>	<input type="text" value="Australia"/>
Type your address...	<input type="text"/>
Postal Address	<input type="text"/>
	<input type="text"/>
Suburb/Town/City	<input type="text"/>
State	<input type="text" value="Select"/>
Postcode	<input type="text"/>

[Cancel](#)

[Back](#)

[Next](#)

## Step 7: Confirm all details, and click the button “Confirm Identity”

### CREATE USI - CONFIRM DETAILS



Please confirm the details you entered match your form of ID. If your details do not match you will not be able to create a USI.

If your details do not match your form of ID then select **Back to Edit** to update them.

If your details match your form of ID select **Confirm Identity**.

### PERSONAL DETAILS

First/Given Name	<input type="text" value="XXXXX XXXXX"/>
Middle Name/s	
Family/Last Name	LEE
Date of Birth	07 January 1994
Document Type	Non-Australian Passport (with Australian Visa)

### NON-AUSTRALIAN PASSPORT (WITH AUSTRALIAN VISA) DETAILS

Passport Number	<input type="text" value="XXXXXXXXXX"/>
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[Cancel](#)

[Back to Edit](#)

[Confirm Identity](#)

Step 8: Create your own password for this website, go “NEXT”

### CREATE USI - SET PASSWORD, QUESTIONS AND ANSWERS

**i** Your account is protected by a password, and check questions and answers. It is important to choose a password, and check questions and answers that you can remember. Please refer to Help to create a valid password.

Please set your password and check questions/answers, and select **Next**.

★ Indicates a mandatory field

#### SET PASSWORD

Password ★   **Strength Indicator**

Password Confirmation ★  

#### SET QUESTIONS AND ANSWERS

Question 1 ★  

Answer 1 ★

Question 2 ★  

Answer 2 ★

[Cancel](#) **Next**

Step 9: Please tell us your USI number, Thank you !

### CREATE USI - SUCCESS

**✓** Your USI account has been created and your USI is **B3A [REDACTED] FCMD**. Your USI has been sent to you for your records. Please keep a record of this number.

If you are enrolling in training your training organisation will need to collect and verify your USI. To help your training organisation to do this, you may want to print or email your USI verification details now.

We welcome your feedback. Please rate your experience with us today at [www.usi.gov.au/rate](http://www.usi.gov.au/rate)