



Creating your USI (Unique Student Identifier) number

From 1 January 2015, it is a requirement that all students studying in Australia have a USI (Unique Student Identifier). Applying for a USI is costfree and will remain with you for life.

Benefits to you as a student -

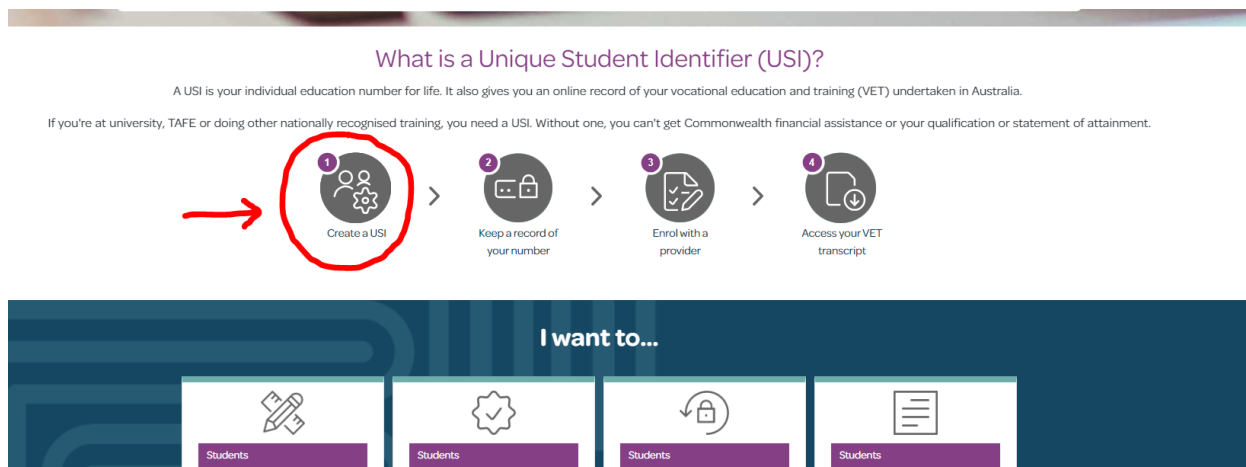
- The USI will link information about your Australia qualifications regardless of where you have studied
- Enable easier access to secure digital transcripts of your achievements
- Give you more access to, and more control over your educational information.
- Ensure your records are not lost.

Please note that if you do not supply Churchill Institute of Higher Education with a USI number, we are not able to issue you with your Statement of Attainment or qualification certificate

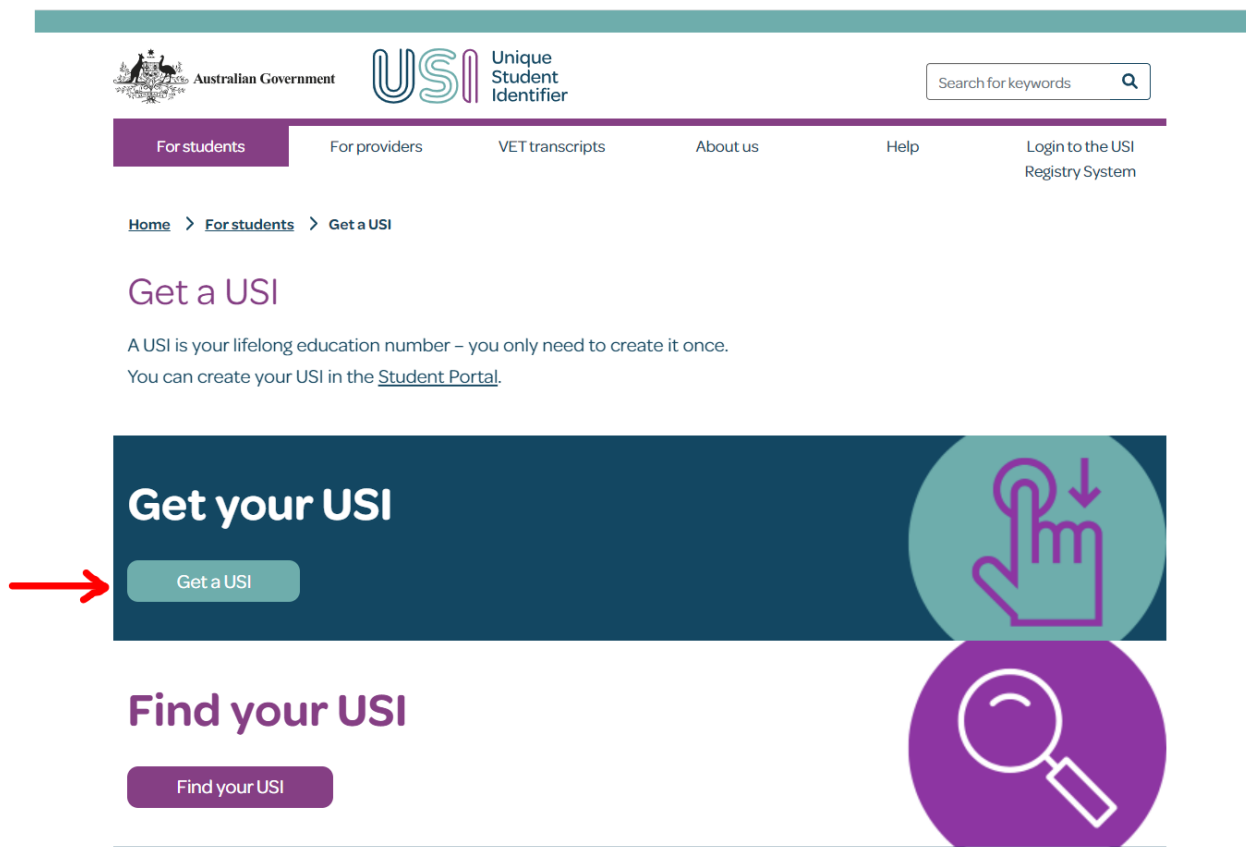
Instructions

Please follow the step-by-step instructions and refer to the screen dumps to ensure you correctly apply for your USI.

Step 1: Go to www.usi.gov.au and select “Create a USI”



Step 2: Select “Get a USI”



Step 3: Tick “I agree to the Terms and Conditions” and click Next

Australian Government **USI** Unique Student Identifier **STUDENT PORTAL**

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

[Disclaimer](#) [Accessibility](#) [Privacy](#) [Copyright](#) [Terms and Conditions](#) [Contact us](#)

Times are shown in Australian Eastern Standard Time (AEST).
Version: 2023.07.19.2

Step 4: Click “Create a USI”

Australian Government **USI** Unique Student Identifier **STUDENT PORTAL**

You are here: [Home](#)

On this page you can:

1. Create a USI account (if you don't already have one)
2. View your application status
3. Login to your USI account
4. Retrieve your USI
5. Reset your password
6. Activate your USI account.

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

FORGOTTEN USI

If you have forgotten your USI, you can retrieve it in just a few minutes. Please select **Forgotten USI** to retrieve it. You will need to enter a few details and answer your Check Questions to verify who you are.

If you have not activated your USI account you will need one form of ID to verify who you are.

Forgotten USI

PASSWORD LOGIN

Please enter your USI or Email and Password, and select **Login** to access your USI account.

USI or Email

Password

Login

[Forgotten your password?](#)
[Forgotten your USI?](#)

DIGITAL IDENTITY LOGIN

Your Digital Identity email must match your USI account email

Continue with Digital Identity

Digital Identity is a safe, secure and convenient way to prove and reuse your identity online.

Have you requested help?

- [View progress of your help request](#)
- [Withdraw your help request](#)

Are you waiting for your USI?

- [View your application status](#)

Need to activate your USI account?

- [Activate your account here](#)

Step 5: Select option “No” for the question “Are you applying for a USI on behalf of another person?”

Australian Government **USI Unique Student Identifier** **STUDENT PORTAL**

You are here: [Home](#) > Create USI

1. Create USI 2. Personal Details 3. Contact Details 4. Evidence of Identity 5. Password/Check Questions

CREATE USI

★ Indicates a mandatory field

? 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](#)

HELP

Applying on behalf of another person

If you are applying for a USI on behalf of another person, the details entered on this screen will be included in the notification to the student and when they access their USI account. The details will also be visible to USI Office staff when they are assisting the student.

What is your relationship to the person?

Select the type of relationship that you have with the student.

Organisation Name

You need to enter the name of the organisation you work for.

Name

Enter your full name here.

A Mobile Number or Email is mandatory.

Step 6: Provide Evidence of Identity

For Document Type, Select “Non-Australian Passport (with Australian Visa)”
Enter Passport Number and tick “I am onshore (in Australia)”

CREATE USI - PERSONAL DETAILS

? Before you begin you must select the evidence of identity document you will be using to create the USI.

Please enter your full name details into the Personal Details section below. Some forms of ID have special name formats:

- if your first/given name and middle name/s both appear on your form of ID as first/given names you must enter your first/given name in the First/Given Name field and your middle name/s into the Middle Name/s field.

Once you have completed the following details select **Next**.

★ Indicates a mandatory field

EVIDENCE OF IDENTITY

Document Type ★ **Non-Australian Passport (with Australian Visa)**

NON-AUSTRALIAN PASSPORT (WITH AUSTRALIAN VISA) DETAILS

Passport Number ★

I am onshore (in Australia) ★ ☒

HELP

Evidence of Identity

Evidence of Identity select from the document type of ID will be the Document Verification Code common Australia

The Document Verification Code immediately verify the following:

- Driver's Licence
- Medicare Card
- Passport (Australia)
- Non-Australian Visa
- Birth Certificate
- Certificate of Enrolment
- Citizenship Certificate
- ImmiCard
- Centrelink Confirmation
- Aviation-Military

Personal Details

Given Name/s, Family Name/s have been entered and cannot be changed.

[More Help...](#)

? **Non-Australian Passport (with Australian Visa)**

International students who study onshore in Australia can apply for a USI using their valid non-Australian passport and Australian visa.

You must land in Australia and go through customs before you can create a USI using your non-Australian passport and visa as a form of identification.

If you have not arrived in Australia, please contact your education or training provider and let them know that you will provide a USI when you arrive.

NOTE: If you study offshore (i.e., not in Australia) with an Australian education or training

Step 7: Enter Personal Details

Enter all details EXACTLY as they are on your PASSPORT.

Note: If you have no surname on your passport, select “No, I only have one name”

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](#)

Step 8: Enter contact details

Enter your email address, mobile number and residential address in Australia

CREATE USI - CONTACT DETAILS



Please complete the following details and select **Next**.

★ Indicates a mandatory field

CONTACT DETAILS

Email Address

e.g. name@example.com

Mobile Number

e.g. 0400000000

Home Phone

e.g. 0200000000

Postal Address Details

Country of Residence
*This is the Country where
you live*

Australia



Postal Address

Type your address...

Suburb/Town/City

State

Select



Postcode

[Cancel](#)

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Next

Step 9: Set a password for future login to the USI site and set questions and answers as a prompt if you forget your password.

The screenshot shows the 'CREATE USI - SET PASSWORD, QUESTIONS AND ANSWERS' page. It includes a progress bar at the top with four steps: 1. Personal Details, 2. Confirm Details, 3. Evidence of Identity, and 4. Password/Check Questions. The current step is 4. The page has a header with the Australian Government logo and 'Skills Unique Student Identifier Registry'. A message states: '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.' Below this, there are two main sections: 'SET PASSWORD' and 'SET QUESTIONS AND ANSWERS'. The 'SET PASSWORD' section has fields for 'Password' and 'Password Confirmation', both marked with a red asterisk indicating they are mandatory. The 'SET QUESTIONS AND ANSWERS' section has two questions, each with a 'Select' dropdown menu and an 'Answer' text field, both also marked with a red asterisk. A 'Next' button is at the bottom right of the form. On the right side, there is a 'HELP' section with a 'Password' subsection explaining password requirements (at least nine characters, including lowercase, uppercase, numbers, and special characters) and a 'Questions and Answers' subsection explaining their purpose. A 'Cancel' button is at the bottom left of the form.

Step 10 : You now have your USI number for life.

Email your USI to us by entering info@churchill.nsw.edu.au in “Email your USI” section and click “Send”

The screenshot shows the 'CREATE USI - SUCCESS' page. It features a green checkmark icon and a message: 'Your USI account has been created and your USI is [redacted]. Your USI has been sent to you for your records. Please keep a record of this number.' Below this, there is a section titled 'PRINT YOUR USI' with a 'Print USI' button. Another section titled 'EMAIL YOUR USI' contains instructions and a large text input field for an email address. A red arrow points to this input field. Below the input field is a 'Send' button. At the bottom, there is a section titled 'SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS' with a table of permissions and an 'Add Organisation' button. The table has columns for 'Organisation Name', 'Organisation Code', 'Copy Date', 'View Details', 'Update Details', and 'View Transcript'. On the right side, there is a 'HELP' section with subsections for 'Print USI', 'Email USI', 'Set up access to your USI account', and 'Adding an Organisation'.