

Create a USI step by step

1. Have a valid form of ID handy

Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi Card

2. Go to the USI Creation page

<https://www.usi.gov.au/your-usi/create-usi>
Select 'Get Started'

3. Next agree to the Terms and Conditions

If you see the Terms and Conditions page, then tick the appropriate box below. If you don't see it, just go straight to step 4.

4. Evidence of Identity and Personal Details

Select the evidence of identity document (ID) you will be using to create your USI. Also enter your personal details. **IMPORTANT: Enter your details exactly as they appear on your form of ID.**

5. Contact details

Enter as many of the contact details as you can

6. Confirming your identity

Once you have entered your details, the USI Registry System will check and confirm your identity using the 'Documentation Verification Service' (DVS).

7. Securing your account

Next set your USI password and check questions.

8. You are done!

Your USI will now be displayed on the screen and will have been sent to you for your records. Please keep a record of this number as this USI is yours for life!

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.

If you are applying for a USI on behalf of another person, as their parent, legal guardian or carer, you **must** have the consent of that individual.

Registered Training Organisations (RTOs) must **not** use this process. RTOs can only apply on behalf of a student through the USI Registry System **Training Provider Login** or their integrated student management system.

I confirm that I have the consent of that individual. **A**

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](#). **B**

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

Next **C**

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Times are shown in Canberra, Australia time.

* indicates a mandatory field

EVIDENCE OF IDENTITY

Document Type * Select **A**

PERSONAL DETAILS

Name Details

Do you have a First Name and Family Name e.g. John Smith? **B**

Yes No, I only have one name

First Given Name *

Middle Name(s)

Family/Last Name * **C**

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 * **D**

Confirm Date of Birth * **D**

Gender * Male Female X (undetermined/intersex/unspecified) **E**

Country of Birth * Select **F**

Town/City of Birth *

Australian Government **USI** Unique Student Identifier

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

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

CREATE USI - CONFIRM DETAILS

Please confirm the details you entered earlier on 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 ID](#) to update them. If your details match your form of ID, then select [Next](#).

PERSONAL DETAILS

First Given Name: Matthew
Middle Name(s): John
Family/Last Name: SMITH
Date of Birth: 15/11/1988
Document Type: Driver's Licence

DRIVER'S LICENCE DETAILS

State: VIC
Licence Number: 8954837

Example of a Driver's Licence - [Click on image to enlarge](#)

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