

# How to get a USI

A USI is free and easy to create online

**Follow these steps to create your USI:**

## Step one

Have two forms of identification (ID) ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

**IMPORTANT:** To make sure we keep all of your training records together, the USI will be linked to your name (usually your legal name) as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

## Step two

Have your personal contact details ready (**do NOT use your school email. This is because you will use your USI number after you have left school and you will no longer have access to that email account. If you do not have a personal email, set yourself up with an outlook or Gmail account. Do not use someone else's email, mobile number, or address. This will prevent them from being able to set up an account if they ever need one and you will miss any important correspondence).**

## Step three

Visit the USI website at: [www.usi.gov.au](http://www.usi.gov.au).

## Step four

Select the 'Create a USI' link and follow the steps.

## Step five

Agree to the terms and conditions.

## Step six

Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

## Step seven

Write down the USI and keep it somewhere handy and safe.

## Step eight

Email your USI to [djcri0@eq.edu.au](mailto:djcri0@eq.edu.au)

