

# The Unique Student Identifier (USI)

Your lifelong education number



## Who needs a USI?

- a student studying nationally recognised Vocational Education and Training (VET)
- a higher education student seeking a HELP loan or Commonwealth Supported Place
- a higher education student graduating in 2023 or beyond.

## How do you get a USI?

It's easy – you only need 5 minutes and some identification. You can also use a Digital Identity to create a USI.

Get your USI now: [usi.gov.au/students/get-a-usi](https://usi.gov.au/students/get-a-usi)

## Already have a USI?

If you have done any nationally recognised training since 2015, you may already have a USI.

Find your USI now: [usi.gov.au/students/find-your-usi](https://usi.gov.au/students/find-your-usi)



Ensure you update your contact details to make it easier to access your USI account.





**HECS-HELP**

**VET**

## VET transcripts

VET students can use their USI to access an authenticated VET transcript. It shows the outcomes of all nationally recognised training undertaken since 2015.

It can be used for:

- a credit transfer or demonstrating pre-requisites for further training
- a backup if the original documentation is lost
- proving qualifications to employers and licensing bodies
- reducing unnecessary retraining that can result from lost credentials.

Find out more: [usi.gov.au/transcripts](https://usi.gov.au/transcripts)

## Sharing your USI

You can share your USI with education or training providers by:

- printing or emailing your USI verification details
- giving them access to view and/or update your USI account.

Find out more: [usi.gov.au/students/give-provider-access](https://usi.gov.au/students/give-provider-access)



### Need help?

Forgotten your password?  
Need to update your details?  
Having trouble creating or finding your USI?

Visit our help centre: [usi.gov.au/help](https://usi.gov.au/help)

Get your USI now! [usi.gov.au](https://usi.gov.au)



# How to create a USI

## 1 Visit [portal.usi.gov.au/student](https://portal.usi.gov.au/student) or scan the QR code below

Agree to the terms and conditions then click 'Next' then select 'Create a USI'.

## 2 Confirm who the USI is for

If you are creating a USI for yourself, or helping someone with you to create their USI, select 'No'. If you are applying for a USI on behalf of another person who is not currently with you, select 'Yes'.

## 3 Select verifiable identity document

You will need to provide evidence of your identity by using a verifiable document such as a driver's licence, passport or birth certificate. When you create your USI, the name you enter must match what is on the identity document or you will not be able to create your USI.

## 4 Contact Details

Provide at least two contact methods, preferably email and mobile, to access your USI online. If you forget your USI in the future, you will be able to use your email or mobile to find it.

## 5 Confirm your identity

The USI Registry System confirms your identity using the 'Documentation Verification Service' (DVS) and checks that you don't already have a USI. If there is a USI which matches your identity, follow the steps for *Forgotten USI*.

## 6 Secure your account

Set up a password and security questions.

Scan here to  
*Create a USI*



Still need help?

Call us at 1300 857 536 (inside Australia)  
or +61 2 6218 0994 (outside Australia).

# Forgotten your USI? Find it.

1 Visit [portal.usi.gov.au/student/ForgottenUsi](https://portal.usi.gov.au/student/ForgottenUsi) or scan the QR code below

2 Select one of four options below to find your USI:



## Find with email

Enter the email address saved on your USI account and your date of birth and click **'Submit'**.



## Find with mobile

Enter the mobile number saved on your USI account and your date of birth and click **'Submit'**.



## Find with security questions

Enter your Family Name, Date of Birth and Gender and at least **one** of the following: First/Given Name, Middle Name, or Town/City of Birth, and click **'Next'**.

Answer your two security questions.



## Find with personal details

Enter your First/Given and Family/Last Names, Date of Birth, Gender, Town/City of Birth, and either your Email Address, Mobile Number or Postal address (Postal address appears after Country of Residence has been entered).

Click **'Submit'**. Select your **'Document Type'**. Click **'Next'**. Fill in your document details and click **'Next'**.

Scan here to  
*Find Your USI*

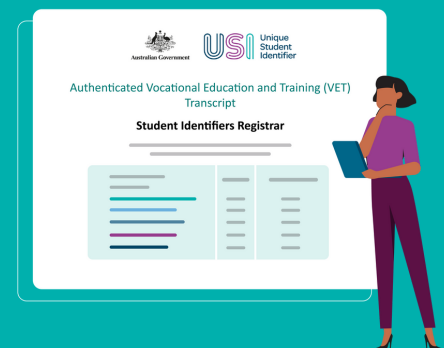


# Download and share your Unique Student Identifier (USI) VET transcript

## What is a USI VET transcript?

Accessed through your USI account, it is a record of all nationally recognised vocational education and training completed since 1 January 2015.

To access your VET transcript you need to make sure your USI account is activated. Set up a password and check/security questions and you're ready to go.



Steps to create and download a VET transcript:

- 1 **Login into your USI account** via the USI Student Portal (<https://portal.usi.gov.au/student>).
- 2 **Select View VET Transcript**, read and acknowledge the Transcript Disclaimer and select Next.
- 4 Use the check boxes on the left to **select all training records (for a full transcript) or specific training records (transcript extract)**, select **Download Transcript**.
- 5 **Select Yes** to 'Do you want to create a viewable online VET transcript?'. If you select No, your PDF will not include a QR code or link to an authenticated transcript.
- 6 **Set a time limit** for it to be viewable online between 1 week and 6 months. An expiry date will appear, then select Next.
- 7 **Select Continue to confirm** before downloading.
- 8 **Download and save** your VET transcript (PDF format).

**You can change the time limit or cancel the viewable VET transcript at any time before the expiry date.**

## Share a full copy or extract of a VET transcript

Sharing your VET transcript with third parties, such as potential employers is easy. A clickable link and a QR code will be included on your VET transcript. Third parties can scan the QR code from a digital or hard copy version of your VET transcript to authenticate your qualifications.

When using the QR code, the name and document number will populate automatically to ensure accessing the record is quick and easy for third parties (eg. employers).

Sharing a VET transcript is a convenient and secure way to prove your qualifications and demonstrate pre-requisites for further training. You can share a full copy of your VET transcript or choose which training you want displayed by using the extract functionality.

## Give permission to an education or training provider to view your VET transcript

Through the student portal, USI account holders can give permission to an education or training provider to view their VET transcript to:

- arrange for the recognition of prior learning/credits transfers
- verify their training records.

To provide permission to a provider:

- 1 **Login into your USI account** via the USI Student Portal ([www.portal.usi.gov.au/student](http://www.portal.usi.gov.au/student)).
- 2 **Select Provide Your USI** and scroll to Set Up Access To Your USI Account / Permissions.
- 3 **Select Add Organisation** and enter the Organisation (provider) Code or Name then select Search. (For questions about the organisation code or name, contact the provider directly.)
- 4 **Find the correct provider** and select Add.
- 5 **Set the permissions** to View VET Transcript.
- 6 **Set an expiry date** for it to be viewable online between 3 months to 2 years and select Save. An expiry date will appear once selected.



### Need help?

Having trouble downloading a VET transcript? Need help using the Student Portal? Want to know what permissions you can give to providers and employers to view your VET transcript?

Visit our help centre: [usi.gov.au/help](http://usi.gov.au/help)

