Creating a Unique Student Identifier

A step-by-step guide to creating a Unique Student Identifier (USI).
To create your Unique Student Identifier (USI) follow the instructions outlined in this guide. You’ll need access to a computer with an internet connection.

Before you start

Before starting the process to create you USI, you’ll need to make sure you have at least one form of the following valid identification which is in your current legal name. You will not be able to create a USI without at least one of these identification documents.

Valid identification

- Australian Driver’s Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Australian Birth Certificate (extracts of Birth Certificates are not accepted)
- Certificate of Registration by Descent
- Australian Citizenship Certificate
- ImmiCard (Issued by the Department of Immigration and Citizenship)
Step 1

Click on the link below, or copy and paste the address below into your browser.
http://usi.gov.au/create-your-USI/Pages/default.aspx

The following page should appear:

![Create your USI page](image)

Scroll to the bottom of the page and click ‘Continue’.
Step 2

The following page will then appear. Ensure you read and understand the terms and conditions on this page.

Once you have read and understood the information, select the checkbox ‘I agree to the Terms and Conditions’. Then click ‘Next’ to proceed through the application.
Step 3

The following page will be displayed.

As this is your first time applying for a USI, click on the ‘Create USI’ button.

Step 4

The ‘Create USI – Personal Details’ page will display.

Enter your personal details as they appear on your chosen identification document. Follow all prompts, and complete all compulsory fields (marked with a red asterisk).

Once you have entered all of your information, click ‘Next’.
Step 5

After clicking ‘Next’ you’ll then be asked to confirm your personal details.

Check the details you have entered are correct and match your identification document, then click ‘Next’.

CREATE USI - CONFIRM DETAILS

PERSONAL DETAILS
- First Name: John
- Middle Name: Citizen
- Date of Birth: 15/01/1987
- Country of Birth: Australia
- Town/City of Birth: MURARRIE
- Gender: M
- Country in which you are studying: Australia

CONTACT DETAILS
- Preferred Contact Method: Email
- Email Address: goodstart@goodstart.edu.au
- Mobile Phone: 1500817455
- Country of Residence: Australia
- Address: 43 Metropole Avenue
- Suburb/Town/City: MURARRIE
- State: QLD
- Postcode: 4172

HELP
- It is important that your personal details are accurate and match the form of ID.
- The contact details will be used if the Office of the USI Registry needs to contact you regarding your USI account.
Step 6

After confirming the personal details you have entered you will now need to provide the details of your identification document to validate your identity.

Select the identification document you will be using to validate your identity. Depending on your selection, the page will refresh and ask you to provide key information from this document.

We’ve used an Australia Driver’s Licence as our identification document in the example below.

Enter the details as requested and click ‘Next’.
After clicking ‘Next’ the page will attempt to validate your identity.

If you have the following error message appear, your identification document may not match the details you have entered. Please ensure your personal details match exactly to those on your identification document.

**CREATE USI - EVIDENCE OF IDENTITY**

- Please select the State or Territory in which the Driver’s Licence was issued and the licence number, and select Next. See the example below or see Help.

We have been unable to verify your identity.

Please ensure:
- your First Name, Middle Names and Family Names on your form of ID are the same as you entered on your Personal Details
- all other details on your form of ID are correct
- the form of ID has not expired

You will have three chances to enter the details correctly for each form of ID. On the third attempt the system will ask you to select another form of ID.

**Step 7**

Once your identity has been validated you are required to create a password. Refer to the information on the right-hand side of the page when creating your password to ensure your password meets the required guidelines.

You are also required to choose two questions and answers for security purposes – in case you forget your password in the future.

Click ‘Next’ once you entered your password and selected your security questions.
The following screen should appear and show ‘Create USI – Success’. This page will confirm that your Student Identification Number has now been created and will also show you Unique Student Identifier (USI).

Ensure you pass on your USI to Student Services via email to goodstart@goodstart.edu.au.
Questions and Assistance

If you are having difficulties creating your USI, or you have any questions regarding applying for a USI, please contact Student Services via the details below:

Phone: 1800 617 455

Email: goodstart@goodstart.edu.au