Create Your Unique Student Identifier (USI) - TIPS

USIs are free for all students

All students in Australia undertaking nationally recognized training are required to have a Unique training and qualifications. International students must create their USI after arriving in Australia.

Summary Table

Situation	What to Do
Studying in Australia	Create a USI on arrival via Student Portal or Digital ID
Studying entirely offshore	No USI required (submit exemption)
Started HE before Jan 2023 & offshore	Eligible for exemption
Created USI	Save it securely and share with ACTB for compliance
Already have USI but can't find it?	If you have undertaken any vocational education and training (VET) since 2015, you may already have a USI. Click here to **find your USI**

You can create your USI using either:

A) Digital ID (optional)

You may use a trusted digital identity provider to verify your identity securely. Then, proceed to create your USI.

B) Standard Method (without Digital ID)

To create your USI, **visit the official Australian Government USI website**. It is a quick and easy process and will only take a few minutes of your time.

> IMPORTANT: Once you have your USI, please email us at admin@actb.com.au and provide one of the following items as evidence of your USI number:
> ➢ A copy of the email you receive after completing the USI registration process, or
> ➢ A snapshot of the webpage showing your name and USI number.

TIPS TO CREATE YOUR USI using Standard Method

1. Be in Australia and cleared by customs before creating a USI.
2. Go to the official USI Student Portal and select Create your USI.

 Provide:

❖ A personal email address

❖ Get at least **one form of ID** ready: (More details here to 'Verifying your identity')

   ➢ Driver's Licence
   ➢ Medicare Card
   ➢ Passport
   ➢ Visa with non-Australian passport
   ➢ Birth Certificate
   ➢ Certificate of Registration by Descent
   ➢ Citizenship Certificate
   ➢ ImmiCard

The details must match exactly with your ID. (More details on 'How to record your name')

ID Requirements – Make It Match

Your name and date of birth on the USI application must match **exactly** what's shown on your chosen ID, or records could be delayed or rejected.

3. Read and agree to the terms and conditions, then click, NEXT.
4. Enter your personal and contact details exactly as they appear on your chosen form of ID.
5. Enter the requested details, as the prompts appear.
6. Set a strong password for your USI account and choose security questions.
7. **Set up multi-factor authentication (MFA)** with a phone or email to secure your account.
8. Your USI will be displayed on the screen once completed.
9. Write down your USI or save it securely in your phone or computer safely.
10. Your USI will also be sent to your nominated contact method (email, phone, or postal address).
11. Once your USI is created, provide it to ACTB as soon as possible—either by logging into our student portal or emailing Student Services.

What You Need Later

- If you're already registered, you can **Find your USI** via the Student Portal using your email, mobile number, ID, or security questions.

- Save your USI securely. You'll need it for enrolment, finance forms, or graduation.

Important Notes

- You only need **one USI for life**. Do **not create multiple** — it may cause errors in your official records.

- Use the **exact same name** as on your ID to avoid issues with enrolment or graduation.

- Your **provider cannot create a USI for you without your permission.**