

A Guide to Providing your Unique Student Identifier (USI)

You must provide your USI before a Registered Training Organisation (RTO) can provide you with your VET credentials. The school has organised a session during school time where a teacher will help you through the process. If for some reason you cannot attend this session you will need to complete the procedure in your own time.

What do I need to do before this session?

- Provide a copy of the "Information for students and parents" document and the "USI Privacy Notice" to your parents/carers
- Read and sign the "USI Privacy Notice", get a parent/carers to do the same.
- Locate some personal details and identification to bring to the session. Use this document to record these details

What do I need to bring to the session?

I already have a USI. What do I need to bring?

- This sheet and your "USI Privacy Notice" signed by yourself and a parent/carers
- A copy of your USI notification containing your USI (If you don't have this talk to your teacher)
- Your first name, family name and date of birth that were used when your USI was created. Include middle names only if you provided them when your USI was created. If you only have one name, write it next to "First Name". Write the information in the table below.

First Name		
Middle Name(s) *		
Family Name		
Date of Birth		

* Only include middle name(s) if they were used when your USI was created

I will create my USI during the session. What do I need to bring?

- This sheet, your "USI Privacy Notice" signed by yourself and a parent/carers and your Medicare Card*
- Your country of birth, town of birth and your country of residence if it is not Australia. Write the information down here

Country of Birth	
Town/City of Birth	
Country of residence if not Australia	

* If you don't have a Medicare Card you will need to talk to your teacher about alternate forms of identification. You will need to bring your Medicare Card or the alternative form of information to the session.

What happens during the session?

- You will hand in your signed Privacy Notice and be given a USI Student Declaration
- If you already have a USI you will complete the USI Student Declaration and hand it in with a copy of your USI notification
- If you don't have a USI you will follow the Instructions for Creating a USI at School, go online and get your USI
- Complete the USI Student Declaration and hand it in and either forward your USI notification to the email address supplied by your teacher or print a copy and hand it in
- If you can't attend the session organised you will need to hand in your privacy notice to your teacher, get a Student Declaration and complete the process in your own time. Return the completed Student Declaration and either forward your USI notification to the email address supplied by your teacher or print a copy and hand it in