# How to create your
# Unique Student Identifier (USI)

**Getting a USI is quick, easy and free.**

**Need to create your USI?** Click here to create your USI for free (or visit http://www.usi.gov.au/create-your-USI). It is a quick and easy process and will only take a few minutes of your time. Or, if you like, you can learn more about the steps to create a USI below.

**Already have a 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 (or visit https://www.usi.gov.au/students/find-your-usi).

> **IMPORTANT:** Once you have your USI, please email us at info@techedgecollege.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.

## Detailed guide: How to get a USI

**Step 1**  Get at least one form of ID ready from the list below:

- Australian passport
- non-Australian passport (with Australian Visa) – for international students
- Australian birth certificate (Note: a birth certificate extract or commemorative birth certificate will not be accepted)
- Australian driver's licence
- Medicare card
- Centrelink concession card
- Citizenship certificate
- Certificate of registration by descent
- ImmiCard

**IMPORTANT:** The personal details you enter when you create your USI must match exactly with those shown on your identification.

If you have no valid form of ID from the list above, please refer to the Help page on the USI website, where you can find information on alternative proof of ID options as well as contact details for the Office of the Student Identifiers Registrar, should you require further assistance.

BTTA t/a Tech Edge College
Level 7, 269 Wickham Street, Fortitude Valley, Queensland 4006, Australia
Email: info@techedgecollege.com.au                    W: www.techedgecollege.com.au
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[More information on proof of ID types and troubleshooting issues.](#)

**Step 2** Go to the [USI Registry System](#).

**Step 3** Agree to the terms and conditions.

**Step 4** Select 'Create USI'.

**Step 5** Select your evidence of identity document (your valid form of ID from the list above).

**Step 6** Enter your personal details exactly as they appear on your form of ID.

**Step 7** Enter your contact details, including at least 2 contact methods.

**Step 8** Confirm your identity. The USI Registry System will check and confirm your identity using the 'Documentation Verification Service' (DVS).

**Step 9** Set your USI account [password](#) and [check questions](#) for security.

**Your USI will now be displayed on the screen and will be sent to you for your records.**

## Next Steps

▸ You should record your USI somewhere safe – it is your lifelong education number.
▸ **Be sure to give your USI to our admin team as soon as possible** – forward evidence of your USI to [info@techedgecollege,com.au](#)
▸ You can also [give access to education providers](#) to view your USI account and your VET transcript. Providing access to your USI account and VET transcript might help your provider to process your enrolment.

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