

# Unique Student Identifier (USI number)



Dear Parents/Caregivers of Year 10, 11 and 12 students,

Your student will be studying a VET (Certificate Course) this year and will require a USI number to be recorded on their file. This alpha-numeric reference makes it easier for students to find, collate and authenticate their VET achievements into a single transcript. It also ensures that students' VET records are not lost throughout their lives.

The USI (Unique Student Identifier) was introduced nationally on 1 January 2015 for all students studying VET qualifications. ***The school is not permitted to issue Statements of Attainment or Certificates unless students has provided the school with their USI number.***

In order to obtain a USI, students are required by the Federal Government to provide one of the following forms of identification (the easiest being the Medicare Card), such as:

- Australian Birth Certificate (full certificate)
- Medicare Card
- Australian Passport
- VISA (for international students)
- Certificate of Registration by Descent
- Citizenship Certificate

Students need to log onto <http://usi.gov.au> and click on the "Create USI" icon. They should have one of the above identifications on hand, then click "Create your USI now" and follow the directions.

Please return USI form to your VET Teacher (listed below) or Mrs Smith (Senior Schooling).

Ms Catherine Griffin – HOD Senior Schooling & Trainer – [cgrif36@eq.edu.au](mailto:cgrif36@eq.edu.au)

Mrs Wendy Smith – Senior Schooling Officer – [wsmit7@eq.edu.au](mailto:wsmit7@eq.edu.au)

Ms Kandice Cruden – Trainer – [kcrud0@eq.edu.au](mailto:kcrud0@eq.edu.au)

Mrs Kirsty Stanley – Trainer – [kstan163@eq.edu.au](mailto:kstan163@eq.edu.au)

Mrs Naomi Sprudzans – Trainer – [nxspr1@eq.edu.au](mailto:nxspr1@eq.edu.au)

Mrs Shanna Armfield – Trainer – [sarmf0@eq.edu.au](mailto:sarmf0@eq.edu.au)

Mrs Teriesa Benn – Trainer – [tbenn6@eq.edu.au](mailto:tbenn6@eq.edu.au)

Ms Amy MacDonald – Trainer – [ajmac1@eq.edu.au](mailto:ajmac1@eq.edu.au)

I have successfully completed the USI registration and I authorise my USI to be entered, verified and stored in school records for VET purposes.

Student Name:

Care Class:

The 10 digit USI number issued to me is: **(PLEASE PRINT CLEARLY)**

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Teacher/Trainer:

Class Code:

**File location:** [https://qedu-my.sharepoint.com/personal/cgrif36\\_eq\\_edu\\_au/Documents/C Griffin Subject Folders/2025/CERT II SWV/2025 USI number letter to parents.docx](https://qedu-my.sharepoint.com/personal/cgrif36_eq_edu_au/Documents/C%20Griffin%20Subject%20Folders/2025/CERT%20II%20SWV/2025%20USI%20number%20letter%20to%20parents.docx)

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