

Dear Parents,

It has become a federal government requirement that all people undergoing vocational training must now apply for a USI (Unique Student Identifier). This includes all school students as well as adult learners.

If your student is enrolled in a certificate course at school for 2015, or TAFE, or doing a traineeship, they will need to apply for this new number. This includes all students who started their course in 2014 if it carries over to 2015. This can be completed online but the school will need to know the USI for **all** students as this is now required for the school to produce any vocational certificates. The USI will stay with every student for any training completed from 1<sup>st</sup> January 2015 even after a student has left school.

### **Apply for an USI (Unique student identifier) Number**

This is a new number and you must apply for it on-line.

- Goto: [www.usi.gov.au/](http://www.usi.gov.au/)
- Click on the box (with the tool, spanner)
- You must have ONE of the following with you while you complete the on-line process.
  - a. [Driver's Licence](#)
  - b. [Medicare Card](#)
  - c. [Australian Passport](#)
  - d. [Visa \(with Non-Australian Passport\)](#) for international students
  - e. [Birth Certificate](#) (Australian) \*please note a Birth Certificate extract is not sufficient
  - f. [Certificate Of Registration By Descent](#)
  - g. [Citizenship Certificate](#)
  - h. [ImmiCard](#)
- Click on "[I have my ID ready – continue](#)" OR "[Create your USI now](#)". Both links take you to the same form.
- Click on "[I agree to the terms and conditions](#)" only then click on "NEXT" (Do not click the bottom box – you are not applying for someone else)
- Click on box "Create USI >"
- Complete the FOUR stages of the application.
- You will be issued with an USI number at the end of your application.
- SAVE this number somewhere safe.
- Email this number with your name to [usi@pacificpinesshs.eq.edu.au](mailto:usi@pacificpinesshs.eq.edu.au)

Regards

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(Deputy Principal)