Unique Student Identifier (USI) Verification

What is a Unique Student Identifier (USI)?

The USI is a unique identifier consisting of ten numbers and letters obtained from the government website www.usi.gov.au. A USE is your individual education number for life. It creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers from whom you undertake recognised training. It gives you access to your training records and transcripts and can be accessed online, anytime and anywhere, is free and easy to create and stays with you for life.

Avondale requires a USI if you are to undertake any Vocational Education and Training (VET) course or Higher Education course. Without a USI you can't get Commonwealth financial assistance or your qualification or statement of attainment. Any USI's submitted have to be verified against a government database for matching purposes.

How do I obtain my Unique Student Identifier (USI)?

Step 1: Obtain a USI Government Website

Go to the Australian Government USI website www.usi.gov.au for further information. If you do not have a USI go to this website and follow the steps to 'Create a USI'.

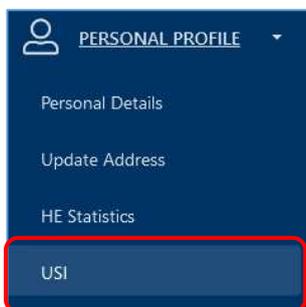You will require certain forms of ID in order to obtain a USI. Instructions are on this website.

> **Important:**
> When creating a USI it is important for verification purposes that the name you use on your identification and the name you use for your enrolment match. If the names used for your USI are not the same as what has been provided to Avondale your USI will not verify.

> **Note:**
> If you are an International Student studying offshore (including New Zealand citizens) and have never entered Australia you do not need a USI.
>
> If you fall into this category please contact Connect Support phone: +61 02 4980 2246 or email: studentconnect@avondale.edu.au for assistance.

Step 2: Select USI Verification

Go to the menu item 'USI Verification' on the left menu or in your Self-Enrolment.

Menu on Left

Self-Enrolment

Step 3: Enter your USI details

Do you have a first name and family name? eg. John Smith
- ● Yes
- ○ No, I only have one name

*First Name [   ]

Family Name [   ]

Unique Student Identifier [   ]

Birth Date [   ]

[Verify]

State whether you have a first name and a family name. In some instances, students who may only have one single name can use the radio button.

Do you have a first name and family name? eg. John Smith
- ● Yes
- ○ No, I only have one name

Check the name used for your USI. Enter the correct name.

Example with first name and family name:

*First Name [Jahonnan Kalie]

Family Name [Burns]

Example with One name:

*Single Name [Jahonnan]

Enter your USI into the field provided. Your USI consists of ten numbers and letters.

Unique Student Identifier [   ]

Check your date of birth is correct. Your date of birth will be pre-populated by information entered into the database. If your date of birth is incorrect, it will need to be corrected by an administrator.

Birth Date [   ]

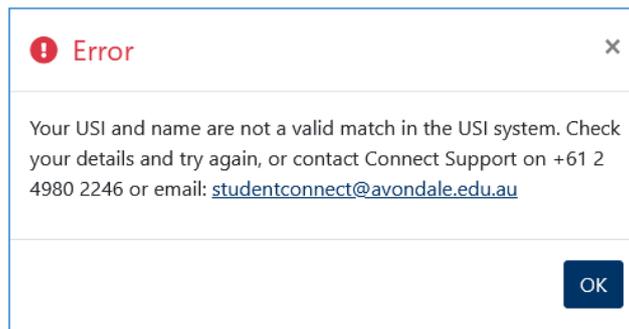| (!)	**Important:** If your date of birth is incorrect in our database please contact Connect Support: Phone (02) 4980 2246 email: studentconnect@avondale.edu.au.

Step 4: Verify your USI

Select the 'Verify' button to save and verify the information provided.
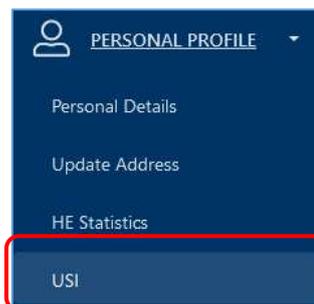

(!)	**Important:** If your USI does not verify and you need assistance please contact Connect Support: Phone (02) 4980 2246 email: studentconnect@avondale.edu.au.

If there is an issue verifying the details you will get an 'Error' message.

To check that you have provided your USI and that it is verified and stored correctly, you can click on the menu on the left:

You'll see a message like this: