

# How to create a USI

## 1 Visit [portal.usi.gov.au/student](https://portal.usi.gov.au/student) or scan the QR code below

Agree to the terms and conditions then click 'Next' then select 'Create a USI'.

## 2 Confirm who the USI is for

If you are creating a USI for yourself, or helping someone with you to create their USI, select 'No'. If you are applying for a USI on behalf of another person who is not currently with you, select 'Yes'.

## 3 Select verifiable identity document

You will need to provide evidence of your identity by using a verifiable document such as a driver's licence, passport or birth certificate. When you create your USI, the name you enter must match what is on the identity document or you will not be able to create your USI.

## 4 Contact Details

Provide at least two contact methods, preferably email and mobile, to access your USI online. If you forget your USI in the future, you will be able to use your email or mobile to find it.

## 5 Confirm your identity

The USI Registry System confirms your identity using the 'Documentation Verification Service' (DVS) and checks that you don't already have a USI. If there is a USI which matches your identity, follow the steps for *Forgotten USI*.

## 6 Secure your account

Set up a password and security questions.

Scan here to  
*Create a USI*



Still need help?

Call us at 1300 857 536 (inside Australia)  
or +61 2 6218 0994 (outside Australia).

# Forgotten your USI? Find it.

1 Visit [portal.usi.gov.au/student/ForgottenUsi](https://portal.usi.gov.au/student/ForgottenUsi) or scan the QR code below

2 Select one of four options below to find your USI:



## Find with email

Enter the email address saved on your USI account and your date of birth and click **'Submit'**.



## Find with mobile

Enter the mobile number saved on your USI account and your date of birth and click **'Submit'**.



## Find with security questions

Enter your Family Name, Date of Birth and Gender and at least **one** of the following: First/Given Name, Middle Name, or Town/City of Birth, and click **'Next'**.

Answer your two security questions.



## Find with personal details

Enter your First/Given and Family/Last Names, Date of Birth, Gender, Town/City of Birth, and either your Email Address, Mobile Number or Postal address (Postal address appears after Country of Residence has been entered).

Click **'Submit'**. Select your **'Document Type'**. Click **'Next'**. Fill in your document details and click **'Next'**.

Scan here to  
*Find Your USI*

