

S2C TRAINING

RTO ID 45605

What is a USI?

Student information · Updated 22 October 2026

A Unique Student Identifier (USI) is your personal education number, issued by the Australian Government. It is a 10-character code of letters and numbers that you create once and keep for life. It is free.

Why you need one

- Everyone doing nationally recognised training in Australia needs a USI.
- It links to your USI transcript: a secure online record of the nationally recognised training you have completed with any provider since 2015. This is handy for job applications, credit transfer and showing prerequisites for further study.
- We ask for your USI in your onboarding form and verify it automatically.
- **We cannot issue your qualification or statement of attainment until your USI is verified.** Create or find yours early.
- We issue your certificate within 30 calendar days of you completing your course, once your USI is verified and all agreed fees are paid. If you pay your balance after that, we issue it within 5 business days of your payment clearing.

Your USI never appears on your certificate. We use and share it only as the law allows (see our **Privacy Policy**). In the rare case that an exemption from needing a USI applies to you, we will tell you in writing before you start that your results will not appear on a USI transcript.

Already have one?

If you have done nationally recognised training before, you probably already have a USI. Check before creating another. If you have forgotten it, use the "Find your USI" option at usi.gov.au.

How to create a USI

1. Go to usi.gov.au and select the option to create a USI.
2. Enter your personal details. Use contact details you will keep: a personal email rather than a work or shared one is best.
3. Verify your identity with one accepted form of ID (for example an Australian passport, Medicare card or Australian birth certificate). The full list is on usi.gov.au.
4. Set up your account login and security as prompted.
5. Write down your USI and keep it somewhere safe.

Tip: use your legal name exactly as it appears on your ID and on your enrolment with us. This avoids verification delays. If you need help, contact us: we can also apply for a USI for you.

Studying in Australia on a visa?

We do not enrol overseas (CRICOS) students. If you are studying in Australia on a visa, check usi.gov.au for when and how you can create your USI.

Need help?

- For questions about giving us your USI, email info@s2c.edu.au.
- For problems creating or finding a USI, contact the USI Office through usi.gov.au.

The USI is an Australian Government scheme and its steps may change. Check usi.gov.au for current guidance.

More information

Contact us: info@s2c.edu.au · (07) 3555 7703 · 2 Heaslop Street, Woolloongabba QLD 4102 · www.s2c.edu.au

S2C Training is a trading name of Served to Cert Pty Ltd, ABN 85 634 533 903, RTO ID 45605.