

How to submit your Unique Student Identifier (USI) and check it is valid

This is a guide to assist you with ensuring your USI is validated with Southern Cross University (SCU).



Unique Student Identifier (USI)

Your USI is your individual education number for life.

If you do not provide a USI, or SCU cannot verify your USI with the Australian Government, you may not be able to graduate or receive any form of Commonwealth Assistance. This means you will be charged the Fee-Paying rate, with no access to HELP loans, or you may lose your place in your course.

Your USI is free, stays with you for life, and tracks your qualifications and study completed in Australia.

You will need a USI:

- to be eligible for a Commonwealth supported place (CSP)
- to access Commonwealth financial assistance (HECS-HELP, FEE-HELP or OS-HELP)
- to graduate in 2023 or beyond

For more information, visit www.usi.gov.au/higher-education.

Submitting your USI

When submitting your USI to SCU, ensure that:

1. The USI you have provided is valid; and
2. There are no discrepancies between the details you have on record with SCU and the USI registry.

What you need to do

1. If you don't have a USI, register here for one www.usi.gov.au/students/get-a-usi
2. Provide your valid USI through the USI eForm in My Enrolment using this link: Unique Student Identifier eForm

<https://scu.t1cloud.com/T1Default/CiAnywhere/Web/SCU/Forms/FillOut?formDef=2c01dcadf9d315f8460a493b6975a944&suite=CES>

Checklist

1. Check your USI number is correct
2. Ensure the details you have provided to SCU and the USI registry match
3. In the event of a mismatch, you will need to rectify the discrepancy

Check your USI number is correct

To ensure your USI is deemed valid, check the following when submitting your USI number to SCU:

- Make sure your USI is submitted exactly as it has been provided to you by the USI registry
- Ensure you have not included any spaces or special characters
- Make sure the USI you are submitting is your own

1a) Ensure the details you have provided to SCU and the USI registry match

Open your personal details on the USI registry:

a) Log in to the USI registry

b) Navigate to the “Update Personal Details” page.

The screenshot shows the USI Student Portal interface. At the top, there is the Australian Government logo and the USI Unique Student Identifier logo. The page title is 'STUDENT PORTAL'. Below the header, there is a navigation menu with options: 'Update Personal Details' (highlighted), 'Update Contact Details', 'Change Password', 'Change Check Questions', 'Provide Your USI', and 'View VET Transcript'. A secondary menu item 'VET Transcript History' is also visible. The main content area shows the breadcrumb 'You are here: Home > Update Personal Details'. The main heading is 'UPDATE PERSONAL DETAILS'. Below this, there is an information box stating: 'Please select **Update** for the **Personal Detail** that you wish to change.' The 'PERSONAL DETAILS' section lists various fields with corresponding 'Update' links. The fields 'First/Given Name', 'Family/Last Name', and 'Date of Birth' are highlighted with red boxes. A 'HELP' sidebar on the right provides instructions on how to update personal details and information about USI created on behalf of another person.

UPDATE PERSONAL DETAILS

Please select **Update** for the **Personal Detail** that you wish to change.

PERSONAL DETAILS

First/Given Name	Update
Middle Name/s	Update
Family/Last Name	Update
Preferred First/Given Name	Update
Preferred Family/Last Name	Update
Date of Birth	Update
Country of Birth	Update
Town/City of Birth	Update
Gender	Update

[Return to home page](#)

HELP

Personal Details

Only one personal detail can be changed at a time. Also, you are allowed to update your details only six times per day.

If you wish to update the following personal details, you will be required to provide a form of ID:

- First/Given Name
- Family/Last Name
- One Name
- Date of Birth

USI created on your behalf

If your USI was created on your behalf by another person after March 2018, then their details are displayed here.

If you did not give consent for this person to create your USI on your behalf please contact the USI Office.

If you would like to hide the details of the person who created your USI from view, please contact the USI Office.

[More Help...](#)

1b) Ensure the details you have provided to SCU and the USI registry match

Open your personal details in My Enrolment in a separate window

a) Open a second tab or window

b) Log in to [My Enrolment](#)

c) View your “Personal Details” under the “Details” tab.

The screenshot displays the Southern Cross University My Enrolment portal. The top navigation bar includes the university logo, the text "My Enrolment", and a user greeting "Welcome Nicolas". Below the navigation bar is a menu with tabs: Details, Applications, Offers, UniMentor, Study Plans, Classes, Commonwealth Assistance, Finance, Grades, Graduation, Rewards, MySCU Details, eForms, and eForms (CIA). The "Details" tab is selected, and a sub-menu on the left lists various detail categories, with "Personal Details" highlighted. The main content area is titled "Personal" and contains an "Information" section with a light blue background. Below this, a list of personal details is shown, with red boxes highlighting "First Given Name", "Family Name", and "Date of Birth". A "Request a change to these details" button is located at the bottom of the page.

Southern Cross University My Enrolment Welcome Nicolas

Details Applications Offers UniMentor Study Plans Classes Commonwealth Assistance Finance Grades Graduation Rewards MySCU Details eForms eForms (CIA)

Personal Details

- Contact Details
- Disability Details
- Citizenship & Residency Details
- Cultural Details
- Educational Background
- Sanctions
- Parent / Guardian Education
- Change of Name eForm
- Request Form for Photo ID Card

Personal

Information

Below are the details we have recorded about you.
If any of these are incorrect or have changed please contact Student Administration.

Title

First Given Name

Other Given Names

Family Name

Preferred Given Name

Initials

Alias

Formal Name 1

Formal Name 2

Name as Pronounced

Date of Birth

Gender

[Request a change to these details](#)

2. Carefully crosscheck the details you have recorded under both the USI registry and My Enrolment:

- First Given name/Given name,
- Last/Family Name, and
- Date of Birth

When checking these details, you must ensure that they are an exact match (e.g. the first name you have provided with the USI registry and in My Enrolment are spelt exactly the same - including any special characters and spacing). Any mismatch in details (including spelling, special characters etc.) will result in an invalid USI.

If the details you have recorded under each of the aforementioned fields is exactly the same, no further action is required. If you encounter a mismatch, continue to step 4.

3. In the event of a mismatch, you will need to rectify the discrepancy by:

- Updating your USI registry details by clicking the “Update” button to the right of the detail you wish to change in the USI Student Portal, and/or
- Updating your SCU My Enrolment details by submitting a “Change of Name eform” by clicking on “Request to change these details’ which takes you to the Change of Name eform, found in the eforms Tab within My Enrolment.

For further information about USI please visit SCU’s USI website (www.scu.edu.au/current-students/student-administration/unique-student-identifier/) or www.usi.gov.au/help/he-student-faqs-about-usi.



Southern Cross
University

Client Services

Having trouble?

Contact us!



scu.edu.au/current-students/student-administration/



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