

## Client Services

# 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](https://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](https://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 'Update Personal Details' page of the USI Student Portal. The page header includes the Australian Government logo, the USI logo, and the text 'Unique Student Identifier'. The 'STUDENT PORTAL' title is in the top right. A navigation bar contains links: 'Update Personal Details' (highlighted), 'Update Contact Details', 'Change Password', 'Change Check Questions', 'Provide Your USI', and 'View VET Transcript'. Below this is a 'VET Transcript History' link. A breadcrumb trail reads 'You are here: Home > Update Personal Details'.

The main content area is titled 'UPDATE PERSONAL DETAILS'. It contains an information box stating: 'Please select **Update** for the **Personal Detail** that you wish to change.' Below this is a section titled 'PERSONAL DETAILS' with a list of fields, each with an 'Update' link to its right:

Field	Update Link
First/Given Name	<a href="#">Update</a>
Middle Name/s	<a href="#">Update</a>
Family/Last Name	<a href="#">Update</a>
Preferred First/Given Name	<a href="#">Update</a>
Preferred Family/Last Name	<a href="#">Update</a>
Date of Birth	<a href="#">Update</a>
Country of Birth	<a href="#">Update</a>
Town/City of Birth	<a href="#">Update</a>
Gender	<a href="#">Update</a>

At the bottom of this section is a link: [Return to home page](#).

On the right side, there is a 'HELP' section with a question mark icon. It contains the following text:

**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...](#)

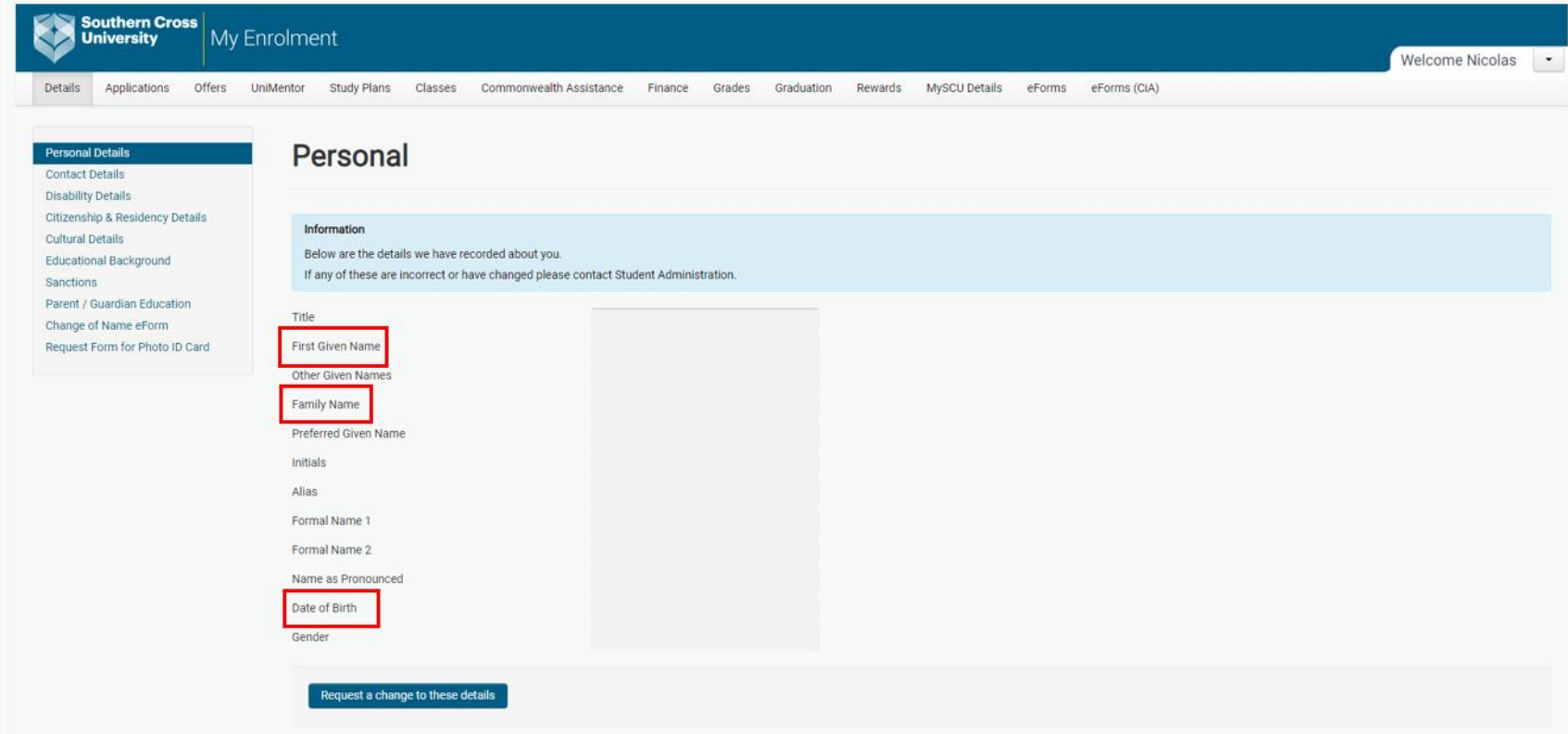
# 1b) Ensure the details you have provided to SCU and the USI registry match

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 this is a horizontal 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 sidebar on the left lists sub-categories under "Personal Details": Contact Details, Disability Details, Citizenship & Residency Details, Cultural Details, Educational Background, Sanctions, Parent / Guardian Education, Change of Name eForm, and Request Form for Photo ID Card. 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 the "First Given Name", "Family Name", and "Date of Birth" fields. A large, empty rectangular box is positioned to the right of these fields. At the bottom of the page, there is a button labeled "Request a change to these details".

**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/](http://www.scu.edu.au/current-students/student-administration/unique-student-identifier/)) or [www.usi.gov.au/help/Student-FAQs-higher-education](http://www.usi.gov.au/help/Student-FAQs-higher-education)



# Having trouble?

## Contact us!



[scu.edu.au/current-students/student-administration/](https://scu.edu.au/current-students/student-administration/)



1800 005 687



[enquiry@scu.edu.au](mailto:enquiry@scu.edu.au)