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

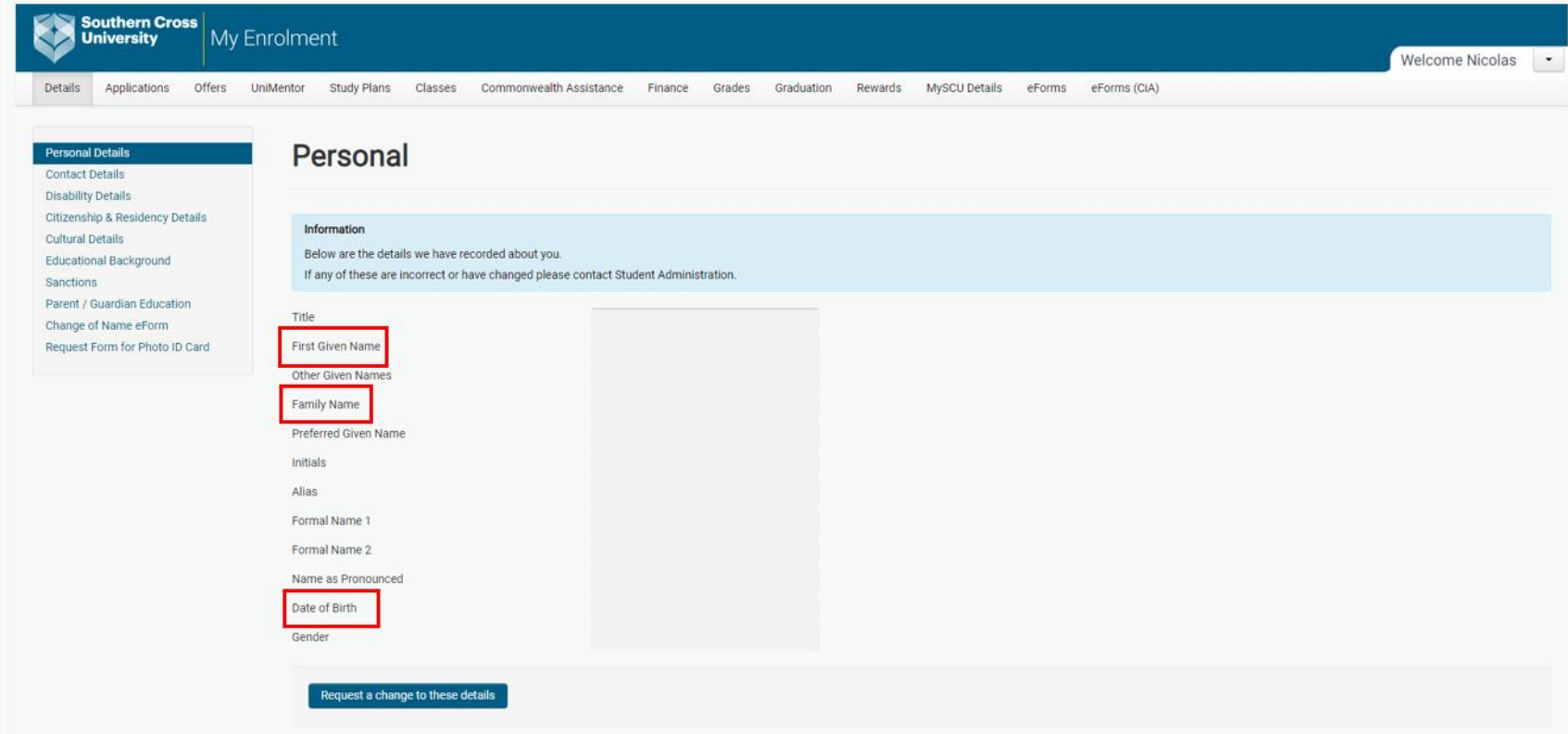b) Navigate to the "Update Personal Details" page.

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.

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/Student-FAQs-higher-education

Client Services

Having trouble?

Contact us!

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

📞 1800 005 687 ✉️ enquiry@scu.edu.au