



**Southern Cross
University**

How to guide for Unique Student Identifier (USI)





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What is a USI and how to create one

- Your USI is your individual education number which stays with you for life and tracks your qualifications and study completed in Australia.
- All domestic and onshore international students studying in Australia are required to provide their Unique Student Identifier (USI) to Southern Cross University.
- Visit the **Unique Student Identifier website** to get your USI.
- You can also **find your USI** from the government website.
- or
- Visit our **Unique Student Identifier** page for more information.



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How to ensure your USI is deemed valid

- Your details with SCU and USI must match 100% to become validated within the system.
 - Please check that the following details are inputted correctly into each system and line (SCU and USI)
 - First/Given name:
 - Middle/Other name:
 - Last/Surname name:
 - Date of Birth:
- *For single names, be sure to check the 'single name' box in the USI registry under your personal details. For SCU, input your single name in the Last/Surname section.

How to check your SCU details

-Log into your **MyEnrolment**

-Select the **Details** tab

-Select **Personal details**

*Visit our [Change of name](#) page for more information

Details Applications Offers SCU Mates Study Plans Classes Commonwealth Assistance Finance Grades Graduation

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](#)



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How to check your USI registry details

- Log into you're **the USI registry**
- Navigate to the **“Update Personal Details”** page.

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](#)



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How to provide your Unique Student Identifier (USI) to Southern Cross University

Domestic Students

- As a commencing student, you will be asked to provide your USI as part of your Commonwealth Assistance Form (*HECS-HELP and FEE HELP forms*), before you enrol into units.

International Students

- International students must be onshore to apply for a USI. Once obtained this can be emailed to enquiry@scu.edu.au or submitted through an eForm in MyEnrolment.

*The USI number must be entered exactly as it has been provided to you (*10 characters in UPPERCASE and can be either numbers or letters or a combination of both*)



How to Submit your USI through eForm

- Log in your **MyEnrolment**
- Select **eForms (CIA)** tab
- Select **Unique Student Identifier (USI)** form
- Complete the form
- Submit**

The screenshot shows the 'My Enrolment' interface. The top navigation bar includes 'eForms (CiA)' which is highlighted with a red box. Below this, the 'eForms (CiA)' section lists several forms, with 'Unique Student Identifier (USI) form' selected. The main content area is titled 'Enter / Update Unique Student Identifier (USI)' and includes a 'Submit' button and a 'More' button with a dropdown arrow. A reference number 'GV1_V1_2024_49271' is displayed. The page is divided into sections: 'Introduction', 'Current Details', and 'Unique Student Identifier Details'. The 'Current Details' section contains three input fields for 'Given Name', 'Family Name', and 'Middle Name/s'. The 'Unique Student Identifier Details' section contains a text prompt and two input fields: 'Existing USI' and 'Unique Student Identifier (USI) *'. The 'Unique Student Identifier (USI) *' field is currently empty.



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Action required to rectify USI mismatch

1. If you are advised by us via your SCU email that the USI you supplied is invalid, we will let you know the reason and how to rectify.
2. Review your details and identify if the mismatch is with SCU or USI by logging into both.
3. If the mismatch is with USI, please update via the [USI portal](#) and email enquiry@scu.edu.au to confirm that you have updated your USI details.
4. If the mismatch is with your SCU personal details, please submit a 'Change of Name' eForm via your [My Enrolment](#) portal - Visit our [Change of Name](#) page for more information
5. Email enquiry@scu.edu.au to notify us of your eForm (especially if it is close to census date) and attach your supporting documents.



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Client Services

Phone: 1800 SC HELP (1800 72 4357 option 3)

Email: enquiry@scu.edu.au

Gold Coast

Shared Services Hub – A Block
Southern Cross Drive
Bilinga
QLD 4225

Lismore

Student Centre – X Block
Military Road
East Lismore
NSW 2480

Coffs Harbour

Shared Services Hub – M Block
Hogbin Drive
Coffs Harbour
NSW 2450

Transforming > Tomorrow

