



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 <u>Unique Student Identifier website</u> to get your USI.
- You can also **find your USI** from the government website.

or

Visit our <u>Unique Student Identifier</u> page for more information.



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:

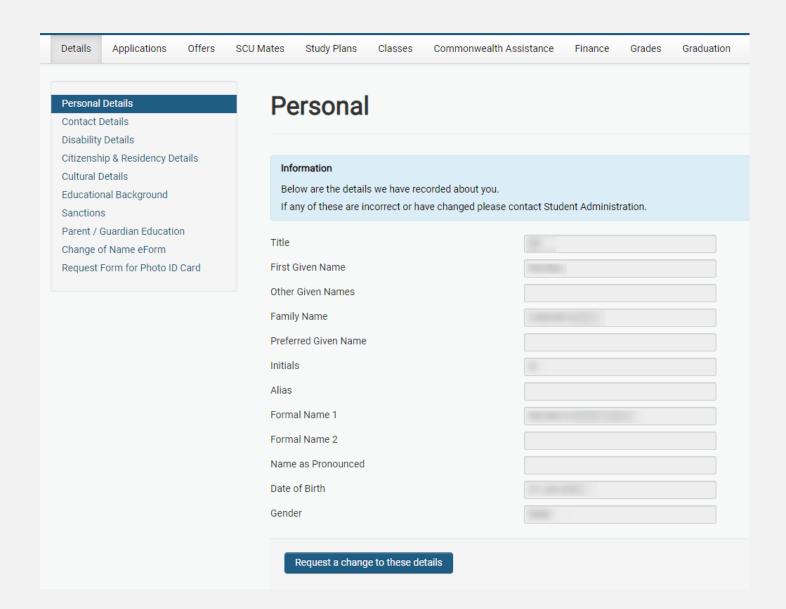
*For <u>single names</u>, be sure to check the 'single name' box in the USI registry under your personal details. For SCU, input your single name in the Last/Surname section.



How to check your SCU details

- -Log into your MyEnrolment
- -Select the **Details tab**
- -Select **Personal details**

*Visit our <u>Change of name</u> page for more information





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



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

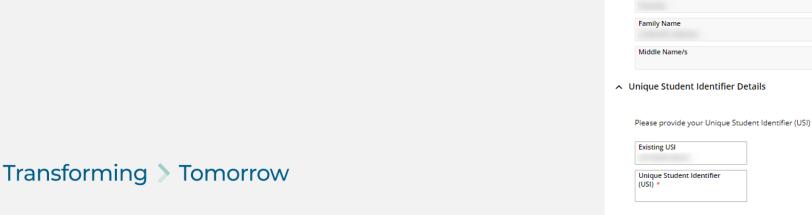
 International students must be onshore to apply for a USI. Once obtained this can be emailed to enquiry@scu.edu.au or submitted through an eForm in MyEnrolment.

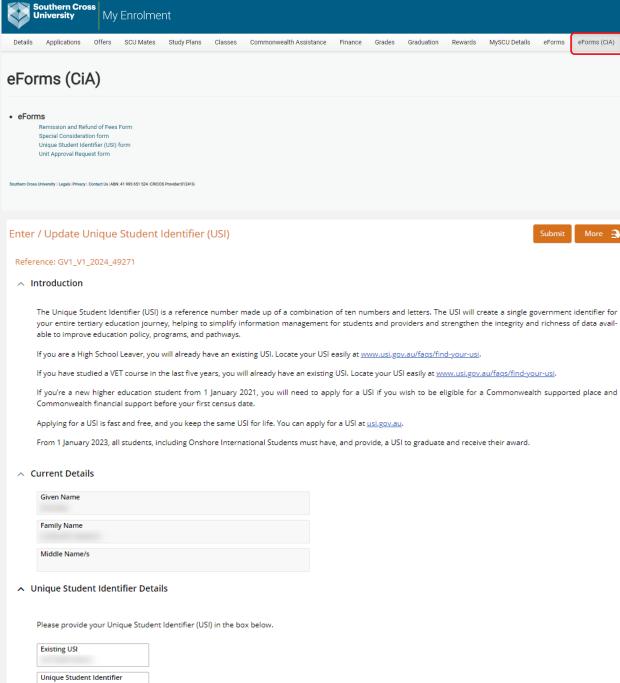
*The USI number must be entered exactly as it has been provided to you (10 characters in UPPERCASE and can be either numbers or letters or a combination of both)



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







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 <u>portal</u> and email <u>enquiry@scu.edu.au</u> 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.



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

Transforming > Tomorrow

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

