# International Students: Orientation & Enrolment

**TAFE NSW – Institute Name**  
Mount Druitt College

**Date**  
Wednesday 25 January 2017

**Time**  
10:00am – 12:00pm

**Venue**  
Mount Druitt College  
Building A, 1st Floor, Room 6 (A.1.06)  
Corner of Mount St and North Pde  
Mount Druitt NSW 2770

*Please note:* Attendance is compulsory. If you are not present you may lose your place in the course. You must contact us if you are unable to attend the program.

**Program for the day**
- Welcome
- College Services – Counselling
- Orientation and introduction to College life
- Completion of paperwork
- Enrolment
- College Tour

**Documents to bring**
- TAFE NSW offer letter
- Confirmation of enrolment (COE)
- Proof of tuition fee payment
- Passport with valid student visa

**Contact person**  
Name: Angela Murdocca  
Location: College Administration, Building A (Ground Floor)  
Telephone: +61 2 9208 6244  
Email: angela.murdocca@tafensw.edu.au

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**IMPORTANT NOTE!**  
Students who do not enrol and start their course by Monday 30 January 2017 may be referred to the Department of Immigration and Border Protection (DIBP), and may risk cancellation of their student visa.
IMPORTANT INFORMATION ABOUT YOUR USI (UNIQUE STUDENT IDENTIFIER)

To apply for your USI, please follow the steps below:

1. Go to www.usi.gov.au
2. Follow the steps on the website
3. Enter your personal detail on the USI website
   *(please note that your personal details must be exactly the same as in your passport)*
4. Print your USI below and bring this to your orientation session.

   NAME: __________________________

   USI: __________________________
APPLY FOR YOUR UNIQUE STUDENT IDENTIFIER (USI)
(After your student visa has been issued and you have ARRIVED in Australia)

Steps to create your USI

Step 1: Have the following identification, your passport. (You will need to enter your name as stated in your passport, your passport number and country of issue).

Step 2: Visit the USI website at: www.usi.gov.au

Step 3: Select the ‘Create a USI’ link and follow the steps.

Step 4: Agree to the Terms and Conditions.

Step 5: Print your USI Creation Notice.

Example of USI Creation Notice

Dear Student,

SUCCESSFUL CREATION OF UNIQUE STUDENT IDENTIFIER (USI)

Your USI Account has been successfully created with the following details:

USI: ABCD1234
First Name: John
Middle Name: -
Last Name: Smith
Birth Year: 1988

Please take this creation notice with you when you enrol as you will need the above details for the training organisation to verify that your USI is correct.

You will only ever need one USI and it is yours for life. Please keep a record of your USI somewhere safe for future reference as you will need this every time you undertake training.

You can update your details, assign access rights and view any training outcomes (when available) by logging in to your USI account at any time.

If you lose your USI or forget your password you can visit our website www.usi.gov.au to recover it.

Why do you need a USI

- The USI is an important part of the national training data collection. It helps ensure that all records for the same person in the collection stay together regardless of which training provider delivers the training.
- Your training provider cannot issue you with a certificate or other evidence of your nationally recognised training outcomes without collecting and verifying your USI, except where special exemption exist.
- Nationally recognised training includes both long courses leading to diplomas and certificates as well as short courses (e.g. for first aid, trucking licenses).
- The USI can provide you with a password protected online access to your national training records.


If you believe you are receiving this notification in error, please contact us through our website www.usi.gov.au.

Regards,

Student Identifier Registrar
USI Office
GPO Box 9880
Canberra ACT 2601 Australia

Phone: 1300 857 536
Email: isu@education.gov.au
Web: www.usi.gov.au