

be provided

If credential occurred before or after 2015- Grant an Organisation Access to View Your USI Transcript-

Step 1: Log into the USI Student Portal

- Go to: <https://www.usi.gov.au>
- Click “**Student Login**”
- Enter your **USI**, password, and verification code

Step 2: Access Your Permissions

- Once logged in, select “**Provide access to my transcript**” from the menu

Step 3: Search for the Organisation

- Enter the **organisation’s RTO Code** (e.g., *Riverina Community College: 90133*)
- Select the correct organisation name from the list

Step 4: Set the Access Duration

- Choose how long the organisation can access your transcript:
- Options: **1 month, 6 months, 1 year**, or **custom**
- You can revoke access at any time

Step 5: Confirm and Submit

- Review the details
- Click “**Confirm**” to grant access
- You’ll see a confirmation message that access has been granted
- Where certification documentation is issued in another name (e.g. maiden name, marriage), you must provide a certified copy of change of name documentation (e.g. Certificate of Marriage).
- Should evidence provided be in a language other than English, a translation by an accredited translator must be provided.

I agree that I wish to apply for credit for the above-mentioned units

I agree that I wish to apply for credit for the above-mentioned units	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I give Riverina Community College Permission to access my individual USI record to view and verify my results	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Name		
Student Signature		Date

OFFICE USE ONLY

Received by		Date	
USI Portal Accessed on DATE:			

Validated Report Printed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OR		
Credential Verified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Credential Number		
Verified by RTO Name:		
RTO Code :		
Evidence Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Credit has been granted for the following units		
Unit Code	Unit Title	

Student Notified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
SMS/Student File Updated by		Date	