



Temporary Residents Applying to Enrol in a NSW Government School

APPLICATION FORM

PLEASE READ CAREFULLY

- Please complete all questions in English. A separate Application Form must be completed for each student. All temporary visa holders who wish to enrol in a NSW government school must arrange for the school principal to complete Section B of this form.
- Dependants of International Student visa holders who are applying offshore do not need to arrange for Section B to be completed on this initial application.
- Enrolment will be authorised when an Authority to Enrol in a NSW government school is issued to the NSW government school by the Temporary Residents Program.
- Visitor Visa applicants will not be entitled to a refund of fees paid.

Each application must be lodged with:

- A copy of the student's passport (only the details page where the photo page is located).
- A copy of the student's current visa issued by the Department of Immigration & Citizenship.
- Payment of the Temporary Residents Program Administration Fee and Education Fee. (Please refer to our website or contact our office for details of the current fee structure)
- A copy of the student's passport entry stamp (for visitor visa applicants only).
- A copy of the parent's Confirmation of Enrolment (CoE) issued by the parent's registered education provider (for Dependents of International Student applicants only).

For information on the Temporary Residents Program, please contact:

Website: www.internationalschool.edu.au Email: tempvisa@det.nsw.edu.au
 Phone: 1300 300 229 (Local call within Australia)

Postal Address - for lodgement of Application Forms and all correspondence:

Temporary Residents Program
NSW Department of Education and Training
Locked Bag 4
Wollongong NSW 2520

Counter inquiries can be made at:
 International Students Centre Ground Floor 827-839 George Street Broadway

For Office Use Only						
Date Received						
Application Number						
Student Number						
T						

SECTION A TO BE COMPLETED FOR ALL STUDENTS HOLDING TEMPORARY VISAS

PERSONAL DETAILS OF STUDENT ENROLLING IN A NSW GOVERNMENT SCHOOL

Student Family Name _____ Given Names _____

Date of Birth ____/____/____ Sex: M F Nationality _____

Language(s) Spoken at Home _____

Parent / Caregiver Family Name _____ Given Names _____

Relationship to Student Mother Father Other _____ This Parent/Caregiver must sign the declaration on Page 2

Are any brothers or sisters applying for enrolment or already enrolled in a NSW government school? Yes No

If Yes, state their Temporary Residents Program Application Number(s) _____

Address in NSW _____

Suburb _____ Postcode _____

Phone (Home) _____ (Work) _____ (Mobile) _____

Fax _____ Email _____

Address in home country _____

If the student is under 18 years of age, is the above adult the one who will be responsible for the student during their stay in Australia? Yes No.

If no, further details of the adult responsible for the student during their stay in Australia must be provided.

TRAVEL DOCUMENTS

Passport / Identity Document Number _____ Visa Subclass _____ Visa Expiry Date _____

EDUCATION HISTORY OF STUDENT ENROLLING IN A NSW GOVERNMENT SCHOOL

Highest level of study completed in home country _____

Number of years of schooling completed _____

Has English been the medium of instruction? Yes No. If yes, for how many years? _____

Has English been taken as a school subject? Yes No. If yes, for how many years? _____

For students whose first language is not English, is an English test result (such as IELTS, TOEFL) available?

Yes No. If yes, name of test _____ Score _____

Does the student have a disability? Yes No

REFUND

In the case of withdrawal from a NSW government school, a refund may be due. (Seven days notice in writing must be provided.)

Please indicate where the refund should be sent. Parent/Caregiver Student Nominated Person

Name _____

Address _____ Suburb _____ Postcode _____

DECLARATION BY PARENT OR CAREGIVER (THIS MUST BE THE SAME PERSON AS LISTED ON PAGE 1)

I declare that the information on this form and the accompanying documents is true and correct. I understand that as a temporary visa holder I am obliged to pay the *Temporary Visa Holders Education Fee* in advance and an administration fee unless the student is in an exempt category.

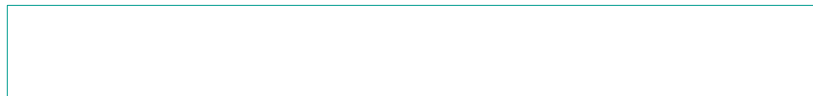
Parent / Caregiver's Signature _____ Date _____

Parent / Caregiver's Name (please print) _____ Mother Father Other

Please read the checklist on Page 5 to ensure that you provide all the required documentation for this application.

SECTION B NSW GOVERNMENT SCHOOL – TO BE COMPLETED BY THE SCHOOL PRINCIPAL

(Please stamp with school stamp)



Name of School / IEC _____

District _____ School Code _____

Address _____

Contact Person _____ Phone _____ Fax _____

Pending Approval from the Temporary Residents Program, the student will be enrolled in:

Academic Year (eg Year 4) _____ Preferred Start Date _____ to _____

I have sighted the original passport and visa documentation. Yes No

I have sighted immunisation documentation. Yes No

According to the visa subclass, the student is: Fee exempt Liable to pay fees

Is the student likely to need ESL support? Yes No

Principal's Signature _____ Date _____

Principal's Name _____

SECTION C**TO BE COMPLETED FOR INTERNATIONAL STUDENTS ONLY****PERSONAL DETAILS OF INTERNATIONAL STUDENT (VISA 570P, 572P, 573P, 574P, 575P, 576P, 580P)**

Family Name _____ Given Names _____

Date of Birth ____/____/____ Sex: M F Nationality _____
day month year

Address in NSW _____ Suburb _____ Postcode _____

Phone (Home) _____ (Work) _____

Fax _____ Email _____

Address in home country _____

DOCUMENTS

Passport/Identity Document Number _____ Visa Expiry Date _____

Copy of international student's Confirmation of Enrolment (CoE) document provided? Yes No

SCHOOL-AGED DEPENDANT STUDENTS

		Sex
Family Name _____	Given Name _____	<input type="checkbox"/> M <input type="checkbox"/> F
Family Name _____	Given Name _____	<input type="checkbox"/> M <input type="checkbox"/> F
Family Name _____	Given Name _____	<input type="checkbox"/> M <input type="checkbox"/> F
Family Name _____	Given Name _____	<input type="checkbox"/> M <input type="checkbox"/> F

Note: A separate application must be filled in for each school-aged dependant enrolling in a NSW government school.

DECLARATION BY INTERNATIONAL STUDENT

I declare that the information on this form and accompanying documents is true and correct. I understand that I have to pay tuition fees in advance for any period of my dependant(s) enrolment if I am not in an exempt category. I also understand that I must notify the NSW Department of Education and Training if I change my address, wish to change my child's enrolment or terminate my studies.

Signature _____ Date _____

SECTION D**TO BE COMPLETED BY INSTITUTION ATTENDED BY INTERNATIONAL STUDENT IF CoE NOT PROVIDED**

(Please stamp with institution stamp)

Name of Institution _____

Address in Australia _____

Phone _____ Fax _____

Course _____ Fees Paid \$ _____

Confirmation of Enrolment of Overseas Student (CoE) number _____

Has the international student been awarded a full scholarship? Yes No

Scholarship Awarded By _____ Name of Scholarship _____

Course Start Date _____ Course Completion Date _____

Signature _____ Date _____

Name _____ Position _____

Temporary Residents Program PAYMENT FORM

Please note: Payment may be made on this form for more than one student from the same family.

I AUTHORISE THE PAYMENT OF \$ _____ AUD

This payment represents the Temporary Visa Holders Administration Fee & Education Fee for student(s):

1. _____
(Family name and given names)

2. _____
(Family name and given names)

3. _____
(Family name and given names)

4. _____
(Family name and given names)

A) Attached is my

- Bank Cheque or
- Money Order or
- Bank Draft

Make bank cheques, money orders and bank drafts payable to:

NSW Department of Education and Training

(Personal and Company cheques are not accepted)

OR

(B) I wish to pay by credit card

Type of Card: Visa Mastercard

Card Number _____ / _____ / _____ / _____

Expiry Date _____ / _____

Cardholder Signature _____

Cardholder Family Name (Mr / Mrs / Ms) _____

Cardholder Given Names _____

Address _____

Suburb _____ Postcode _____

Phone _____ Email _____

Checklist for New Applications

Please consider the appropriate checklist below to ensure that you have provided all the required documentation. Incomplete applications submitted to the Temporary Residents Program may result in delays to your child's enrolment into a NSW Government School.

Certification of documents can be performed by the School Principal or a Justice of the Peace.

Once the application is processed, you will be notified in writing that an Authority to Enrol has been issued to the NSW government school that your child will be attending.

Checklist for Visitor Visa Applicants:

- Section A of this Application Form has been completed.
- Section B of this Application Form has been completed by the school principal.
- The Payment Form on Page 4 of this Application Form has been completed.
- You have enclosed a certified photocopy of the student's passport page.
- You have enclosed a certified photocopy of the student's visa or eVisa approval letter issued by the Department of Immigration & Citizenship.
- You have enclosed a certified photocopy of the student's entry stamp from within the passport.

Checklist for Temporary Resident Visa Applicants:

- Section A of this Application Form has been completed.
- Section B of this Application Form has been completed by the school principal.
- The Payment Form on Page 4 of this Application Form has been completed for fee liable visa categories.
- You have enclosed a certified photocopy of the student's passport page.
- You have enclosed a certified photocopy of the student's visa issued by the Department of Immigration & Citizenship.

Checklist for Off Shore Applicants for Dependents of International Students:

- Section A of this Application Form has been completed.
- Section C of this Application Form has been completed.
- The Payment Form on Page 4 of this Application Form has been completed.
- You have enclosed a photocopy of the student's passport page (where available).
- You have enclosed a photocopy of the primary student visa holders Confirmation of Enrolment (CoE) document.

If the dependent of an international student has already been granted a dependent student visa and is already in Australia (onshore), please follow the checklist for Temporary Resident Visa applicants.

For information regarding visa subclass schedules, fees & payment and detailed enrolment procedures, please visit our website at www.internationalschool.edu.au

Please submit your completed Application Form and associated documents to:

**Temporary Residents Program
NSW Department of Education and Training
Locked Bag 4
Wollongong NSW 2520**

Counter inquiries can be made at:

International Students Centre Ground Floor 827-839 George Street Broadway

For information on the Temporary Residents Program, please contact:

Website: www.internationalschool.edu.au
Email: tempvisa@det.nsw.edu.au
Phone: 1300 300 229 (Local call within Australia)