Guide for Identification and Enrolment Procedures for Temporary Residents

When the prospective student arrives at your school for a pre-enrolment interview, the parent must provide passport and visa documentation of the student. A student’s visa details may be printed in the back of the passport, may be in the form of a letter from the Department of Immigration & Border Protection or may be issued electronically. In the case of an electronic visa, the parent must provide a printed copy of the visa to the school. Using the passport and visa details, school staff can determine the appropriate enrolment procedures for any student using the Quick Reference Guide below.

For more information on identifying citizenship status, please refer to the Proof of Identity and Residency Status policy document. For more information on temporary resident enrolment process, please refer to the Enrolment of Non-Australian Citizens policy document.

### The student is a Temporary Resident

- The student will have a 3 digit visa subclass number listed on their visa documentation.
- If visa subclass number is 571 or 500P contact International Students Program on 1300 300 229 (then option 2) to discuss enrolment of this student.
- All other visa subclass numbers are administered by the Temporary Residents Program. Call us on 1300 300 229 (then option 1) for any assistance.
- Temporary resident students cannot commence attendance in school until an ‘Authority to Enrol’ document is issued to your school.
- The Visa Subclass Schedule will clarify if the student will need to apply to the Temporary Residents Program for an ‘Authority to Enrol’.
- The Visa Subclass Schedule is available on our website or on request by contacting the Temporary Residents Program by telephone or email.
- The Temporary Residents Program Application Form and specific enrolment instructions are also available on our website or by request to our office.

Temporary Residents Program Telephone on 1300 300 229 Email at tempvisa@det.nsw.edu.au Website at www.internationalschool.edu.au/trp