

Department of Education International

# Temporary Residents Program

## Application form for an Authority to Enrol



### General information for all applicants

The Temporary Residents Program administers the enrolment of dependant temporary resident students in all New South Wales government schools. A temporary resident student is not permitted to enrol in any New South Wales government school for any period of time unless an Authority to Enrol has been issued to the school by the Temporary Residents Program. Some visa subclasses are required to pay fees. For detailed information regarding the current fee structure and enrolment procedures, please visit our website or contact our office using the details below.

The Temporary Residents Program Application Form for an Authority to Enrol must be completed for each temporary resident student applying for enrolment in a NSW government school. All sections of the application form must be completed in English. Once the application is processed and fees paid if applicable, you will be notified in writing that an Authority to Enrol has been issued to the New South Wales government school that your child will be attending. In addition, you will be required to complete the general Application to Enrol in a NSW Government School. The general application is available from your local public school.

Please refer to the appropriate checklist on page 2 of this application form to ensure that you have provided all the required documentation. Incomplete applications submitted to the Temporary Residents Program may result in delays to the student's application for enrolment. If you are in a fee liable category, your child will not be enrolled until the fees are paid.

During the child's enrolment at school, failure to pay the relevant fees at any time may mean that your child's enrolment will be terminated and action for recovery of outstanding fees pursued against you.

The Temporary Residents Program is not for individual students or groups of students who will attend school on an advertised tour or program. Student groups must be arranged through the Study Tour Program. Individual students holding or applying for a 571P international student visa must apply for enrolment through the International Students Program.

### Additional information for visitor visa (tourist visa) applicants

Visitors to Australia who wish to study at a New South Wales government school must make an application through the

Temporary Residents Program. Visitor visa holders, including those with multiple entry visas may enrol for a maximum period of 13 school weeks. Enrolments are at the principal's discretion. Visitor visa students are expected to reside with their parents or with direct relatives.

The application process for visitor visa holders can only commence once the student has arrived in Australia. Visitor visa holders are liable to pay the visitor rate of the temporary resident's fee. In the event of early withdrawal, visitor visa holders will not be entitled to a refund of fees paid. For detailed information regarding the current fee structure and enrolment procedures, please visit our website or contact our office using the details below.

### Additional information for dependants of international student applicants

Dependant student visa applicants require evidence of school arrangements to obtain a dependant student visa from the Australian Department of Immigration and Border Protection (DIBP). Subject to the completion of all documentation and payment requirements, a Confirmation of Placement document will be issued to the applicant by the Temporary Residents Program.

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. For detailed information regarding the current fee structure and enrolment procedures, please visit our website or contact our office using the details below.

## Submit your completed application form and all documents to:

Temporary Residents Program  
Locked Bag 7004 Wollongong NSW 2520

For information on the Temporary Residents Program, please contact:

**T** 1300 300 229 (local call within Australia)

+61 1300 300 229 (outside Australia)

**E** tempvisa@det.nsw.edu.au

**W** internationalschool.edu.au/trp

## Checklist for all applications

Please refer to 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 the student's enrolment into a New South Wales 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 New South Wales government school that your child will be attending.**

## Checklist for dependant of international student applicants

***Where the student is in Australia and holding visa subclass 570S, 572S 573S, 574S, 575S, 576S***

Section A of this application form has been completed on Pages 3, 4 and 5.

Section B of this application form has been completed by the School Principal.

Section C of this application form has been completed.

The payment form on Page 7 of this application form has been completed for fee liable visa categories.

You have enclosed a certified copy of the student's passport page.

You have enclosed a certified copy of the student's visa issued by Department of Immigration.

You have enclosed a copy of the primary student visa holders Confirmation of Enrolment (CoE) document.

## Checklist for Confirmation of Placement Applicants:

***Where the student is overseas and requires a Confirmation of Placement to apply for a dependant student visa***

Section A of this application form has been completed on Pages 3, 4 and 5.

Section C of this application form has been completed.

The payment form on Page 7 of this application form has been completed.

You have enclosed a copy of the student's passport page (where available).

You have enclosed a copy of the primary student visa holders Confirmation of Enrolment (CoE) document.

## Checklist for visitor visa applicants

Section A of this application form has been completed on Pages 3, 4 and 5.

Section B of this application form has been completed by the School Principal.

The payment form on Page 7 of this application form has been completed.

You have enclosed a certified copy of the student's passport page.

You have enclosed a certified copy of the student's visa or eVisa issued by Department of Immigration.

You have enclosed a certified copy of the student's entry stamp from within the passport.

## Checklist for other temporary resident visa applicants

Section A of this application form has been completed on Pages 3, 4 and 5.

Section B of this application form has been completed by the School Principal.

The payment form on Page 7 of this application form has been completed for fee liable visa categories.

You have enclosed a certified copy of the student's passport page.

You have enclosed a certified copy of the student's visa issued by Department of Immigration.

Submit your completed application form and all documents to:

Temporary Residents Program  
Locked Bag 7004 Wollongong NSW 2520

For information on the Temporary Residents Program, please contact:

T 1300 300 229 (local call within Australia)  
+61 1300 300 229 (outside Australia)  
E [tempvisa@det.nsw.edu.au](mailto:tempvisa@det.nsw.edu.au)  
W [internationalschool.edu.au/trp](http://internationalschool.edu.au/trp)

**OFFICE USE ONLY**

Application number

**A. Details of student applying to enrol in a New South Wales Government School**

Family name

First given name

Second given name

Preferred first name

Date of birth                    /                    /                    Gender      Male      Female

Passport/ImmiCard number

Country of issue

Country of Birth

Language spoken

Visa Subclass                    Visa expiry date                    /                    /

Does the student have a disability      Yes      No      If yes, please provide details of the disability as an attachment to the application form and include copies of school reports and relevant medical reports.

**Details of Other Children Enrolled in a New South Wales Government School**

Child 1 name

Date of birth                    /                    /                    Gender      Male      Female

Child 2 name

Date of birth                    /                    /                    Gender      Male      Female

Child 3 name

Date of birth                    /                    /                    Gender      Male      Female

**Father or Guardian Living with Student**

Title (eg, Mr/Dr/Prof)

Family name

First given name

Date of birth / /

Relationship to student

Are you a single parent/guardian Yes No Will you be living in Australia Yes No

Passport number Country of issue

Visa subclass Are you the primary visa applicant Yes No

**Mother or Guardian Living with Student**

Title (eg, Mrs/Ms/Dr/Prof)

Family name

First given name

Date of birth / /

Relationship to student

Are you a single parent/guardian Yes No Will you be living in Australia Yes No

Passport number Country of issue

Visa subclass Are you the primary visa applicant Yes No

**Contact details for correspondence in Australia**

Residential address (eg 1 High Street, Sydney, NSW, 2000, Australia)

Suburb State Postcode

Home phone number Work phone number

Mobile phone number

Email address

Comments

Contact Details for Correspondence in Home Country Residential address (eg 1 High Street, Sydney, NSW, 2000, Australia)

**Declaration by Parents/Guardians**

**Both parents/guardians must complete the application form and sign this declaration unless a sole parent.**

I declare that the information provided on this application form and the accompanying documents is, to the best of my knowledge and belief, accurate and complete. By signing this application, I acknowledge that as the parent or guardian of the temporary resident named on this application form, under the Education Act 1990, I must pay the Temporary Residents Program administration fee and applicable education fee, in advance, unless the temporary resident holds an exempt visa subclass category.

By signing this application I acknowledge that the Department of Education may obtain access to relevant information about the temporary resident related to one or more of the questions in this application. I recognise that should statements in this application form later prove to be false or misleading, any decision made as a result of this application may be reversed and the enrolment may be terminated.

Privacy Notice: In dealing with this application it may be necessary for the Department of Education, to access documents held by the Australian Department of Immigration & Border Protection and to provide information to them which I have provided in or with my application.

I consent to this. This information will be collected, used and stored consistent with the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002.

**Father/Guardian**

Name

Signature

Date

/ /

**Mother/Guardian**

Name

Signature

Date

/ /

**B. To be completed by the school principal of the New South Wales Government School**

School name

School code

Contact person

Telephone

Please stamp with school stamp

On receipt of an Authority to Enrol, and following risk assessment and consideration of the Application to Enrol, the student could be enrolled from:

Preferred start date / / End date / / Academic year (e.g. year 4)

I have sighted the original passport and visa documentation Yes No

According to the visa subclass, the student is Fee Liable Fee Exempt

Does the student have a disability? Yes No

Is the student likely to require EAL/D education? Yes No

Principal's signature

Date

/ /

Principals name

Enrolment cannot commence until an Authority to Enrol document is issued to your school.

**C. To be completed if the parent holds an International Student Visa****Details of Parent who is the Primary Holder of an International Student Visa**

Family name

First given name

Date of birth

/ /

Gender

Male

Female

Passport number

Country of issue

**Visa Details**

Please indicate the visa subclass that you hold.

A copy of all Confirmation of Enrolments (CoE) from your provider must be attached to this application.

570P

572P

573P

574P

575P

576P AusAID and Defence Sector visa holders are not required to submit a Confirmation of Enrolment (CoE) document.

**Course Provider Details**

Please indicate the course provider that you studying with:

Private Provider – VET and/or ELICOS

TAFE NSW

University Sector Undergraduate

University Sector Postgraduate Masters

University Sector Postgraduate Doctorate

**Scholarship Details**

Have you been awarded a full scholarship?

Yes

No

If yes, please provide details below and attach a copy of the official scholarship letter

Scholarship name

Scholarship provider

Scholarship start date

/ /

Scholarship end date

/ /

