

# TEMPORARY RESIDENTS PROGRAM

## Fact sheet – Application process for dependants of international students

Thank you for choosing the New South Wales Department of Education to deliver a quality education program to your child. New South Wales government schools offer a world-class standard of education from the largest education provider in Australia.

This fact sheet explains the process if your child is overseas and applying for a dependant student visa (subclass 500).

If your child already holds a dependant student visa (subclass 500, 570, 572, 573, 574, 575 or 576) refer to the [temporary resident](#) fact sheet.

### **Step 1:** **When to apply**

The application process for dependants of international students may begin when your child is overseas and applying for a visa with the Department of Home Affairs.

### **Step 2:** **Obtain a Confirmation of Placement**

If your child is overseas and applying for a dependant student visa (subclass 500), the Australian Department of Home Affairs requires evidence you have made schooling arrangements for your child.

If your child will attend a New South Wales government school when they arrive in Australia, the Temporary Residents Program can issue a *Confirmation of Placement*. The *Confirmation of Placement* document provides evidence your child has schooling arrangements with a New South Wales government school.

### **Step 3:** **Complete the Application form for an Authority to Enrol**

Complete Section A, Section C and the Payment Form of the Temporary Residents Program *Application form for an Authority to Enrol*. Complete a separate application for each child applying to enrol in a New South Wales government school.

### **Step 4:** **Check the application**

Look at the checklist on page 2 of the Temporary Residents Program *Application form for an Authority to Enrol*. The checklist will help you to provide all documents required for the application. Incomplete applications submitted to the Temporary Residents Program may result in delays to the application for a *Confirmation of Placement*.

### **Step 5:** **Send the application**

Send the completed application form, a copy of your child's passport, a copy of all *Confirmation of Enrolments* (CoE) issued to the parent by their education provider, a copy of any scholarship letters issued to the parent and payment of the Temporary Residents Program administration fee and education fee to the Temporary Residents Program.

In New South Wales most dependants of international students pay the Temporary Residents Program administration fee and education fee to enrol in a government school. The education fee will vary depending on the visa subclass held by the dependant student and the education sector the primary visa holder is attending. Refer to the [Visa subclasses & enrolment conditions](#) and the [Education fee](#) fact sheet.

### Step 6: Processing times

The Temporary Residents Program aims to process new applications in five working days.

Your application will take longer to process if:

- you do not complete the application correctly
- you do not include all the documents we request from you in the checklist
- we experience a high volume of new applications at the start of a new school term.

When the application is complete and processed, a *Confirmation of Placement* will be sent to you. You may use the *Confirmation of Placement* to apply to the Department of Home Affairs for your child's dependant student visa. We also send you a *Confirmation of Admission* form and instructions how to start your child in school when your child arrives in New South Wales.

### Step 7: Your child arrives in New South Wales

If the Department of Home Affairs grant your child a dependant student visa, your child will travel to New South Wales. The process to start your child in school begins when your child arrives in Australia.

### Step 8: Find your local school and make an appointment

A child holding a temporary resident visa who resides in New South Wales will apply to enrol in the New South Wales government primary or secondary school closest to their residential address.

To find your local New South Wales government school visit <https://education.nsw.gov.au/school-finder>. The school finder gives your local school based on your selections.

Please note, temporary residents are not eligible to enrol in selective high schools including agricultural high schools, the selective component of comprehensive high schools and Opportunity Classes (OC) in primary schools.

When you find your local school, telephone the school and make an appointment for a meeting. If your local school is at capacity and has no available place for your child, they will refer you to the next available school with capacity.

### Step 9: What to bring to the meeting

On the day of the meeting, bring the *Confirmation of Admission* form, the instructions we sent you with the *Confirmation of Placement*, the original passport for all members of your family and the visa for all members of your family.

The school may also ask you to bring evidence of your residential address and evidence of your child's immunisation status.

### Step 10: Complete the *Confirmation of Admission* form

If the principal agrees to the enrolment, they will complete the *Confirmation of Admission* form.

### Step 11: Apply for enrolment

Send the completed *Confirmation of Admission* form, a certified copy of your child's passport and certified copy of your child's visa to the Temporary Residents Program.

## Step 12:

### Processing the application

When the application is complete and processed, an *Authority to Enrol* is sent to the school. The *Authority to Enrol* provides the New South Wales government school with your child's enrolment start date. Your child is not permitted to enrol in any New South Wales government school for any period unless an *Authority to Enrol* has been issued to the school by the Temporary Residents Program.

### Scholarships

If the primary visa holder has a full scholarship from the Australian Government, the Australian Defence Force or an approved publicly funded Australian higher education institution, the dependant child may be exempt from the Temporary Residents Program education fee. The education fee exemption does not apply to recipients of scholarships where school fees for dependent children are included in the scholarship.

### Dependants of postgraduate doctorate students

Children holding visa subclass 574 or 500, and who are dependants of international postgraduate doctorate students studying in a New South Wales tertiary institution, are liable for the Temporary Residents Program administration fee but are exempt from the Temporary Residents Program education fee for the period where all criteria are satisfied. The education fee exemption does not apply to recipients of scholarships where school fees for dependent children are included in the scholarship.

### Need more information

To find out more about the Temporary Residents Program, please visit [deinternational.nsw.edu.au/trp](https://deinternational.nsw.edu.au/trp) or call our Customer Service Team on 1300 300 229 (then option 1). To find out more about going to a New South Wales government school, please visit [education.nsw.gov.au/going-to-a-public-school](https://education.nsw.gov.au/going-to-a-public-school).