International Student Exchange in NSW: Information for School Principals and Administrators

Program overview

The Secondary Student Exchange Program is a state specific reciprocal program whereby students from another country are enrolled as full-time students in a NSW secondary school for a period ranging from three months (or one full school term) to one year. Under similar program conditions, students from NSW are able to enroll full-time, in a recognised course of study in an overseas country.

The following activities DO NOT take place under the framework of the secondary student exchange program: sister school relationships; short-term cultural exchanges; twinning arrangements; Memoranda of Understanding (MOUs) between the Commonwealth and state and territory governments, and governments of other countries; and private arrangements by parents for the enrolment of overseas family members on Visitor Visas. See the department's Overseas students and visitors policy for further details.

Student Exchange Organisations (SEOs)

NSW schools should only deal with SEOs registered to operate in NSW. These may be private, not-for-profit organisations, or registered secondary schools. If your school is approached by an unregistered organisation that is offering exchange programs, please contact the department's student exchange team via studentexchange@det.nsw.edu.au.

Guidelines

Secondary Student Exchange in NSW is governed by both the:

- National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia; and
- Guidelines for the Operation of International Secondary Student Exchange Program in New South Wales.

AASES and Student Exchange Visas

Secondary exchange students are issued with an Acceptance Advice for Secondary Exchange Student (AASES), which they use to apply for a subclass 500 Student Visa.

Please note that a secondary exchange student should not be confused with a student on a temporary resident visa or a full-fee paying international student. Subclass 500 Student visas (schools sector) are also issued to full fee paying students who are issued with an Authority to Enrol (ATE) by their education provider. The Schedule of Visa Subclasses and Enrolment Conditions outlines the enrolment conditions and the type of fee structure applicable for each visa subclass.

Resolution of Problems

Schools are to report any problems to the relevant SEO. If a satisfactory resolution cannot be reached, then contact should be made with the NSW Registration Committee for International Secondary Student Exchange via studentexchange@det.nsw.edu.au.

1. INBOUND STUDENT EXCHANGE PROCEDURES

Procedure	Description	Responsibility
Welfare requirements	Appropriate arrangements are put in place to facilitate safe student travel and suitable host family arrangements, including Working with Children Checks for all adults in the host family.	SEO
Host school placement	On receiving a request from an SEO to host an exchange student, the principal checks that the organisation is registered and that the duration of the proposed exchange is at least 3 months/ 1 school term and no longer than one year. If the school principal agrees to accept the exchange student, a written agreement may be signed between the school principal and the SEO.	SEO and school principal
AASES application	The SEO applies to the NSW Registration Committee for International Secondary Student Exchange (NRCISSE) for an Acceptance Advice of Secondary Exchange Student (AASES). NRCISSE issues the AASES, which has a unique identifying number and includes the student's name, country of origin, date of birth and enrolment period.	SEO and NRCISSE
Visa application	SEO completes sections A and B of the AASES and sends it to the exchange student's family. The exchange student's family completes section C of the AASES and submits it to the Department of Home Affairs with the student's application for a subclass 500 student visa.	SEO and student's family
Enrolment	The school Principal, or their nominee, MUST sight all three of the below items before the student can be enrolled: 1. the AASES form with sections A, B and C completed 2. the student's passport 3. evidence of a valid Australian student visa (visa notification letter or VEVO check). The Principal signs Part D of the AASES and keeps copies of the above documents. Please note that if the school does NOT sight all three items listed above, the enrolment should not proceed and the SEO should be contacted. To enroll the student in ERN, the school administrator selects visa class 'TU – Class TU (T)', then visa subclass '500-Exchange student with AASES'. At the top of the AASES, there is a code beginning with letter N and the year of issue followed by the AASES number, e.g. N2023/XXXX. Enter this code in the 'Authority to Enrol Code or AASES code' field. Copy the enrolment date and cessation date from Part A of the AASES form into the 'Authority to Enrol Start' and 'Authority to Enrol Expiry Date' fields. Visa Class : TU - Class TU (T) Visa Subclass : 500 - Exchange student with AASES Visa Expiry Date : 07/07/2023 Authority to Enrol Code or AASES Code : Authority to Enrol Start Date : Authority to Enrol Expiry Date :	Host school
AASES return	The host school returns the completed AASES to the SEO. The SEO emails the completed AASES to studentexchange@det.nsw.edu.au within 14 days.	Host school SEO

2. OUTBOUND STUDENT EXCHANGE PROCEDURES

Procedure	Description	Responsibility
Program promotion requests	All student exchange programs must be conducted through registered student exchange organisations. Programs that are not operated by a registered student exchange organisation should not be promoted to students. If in doubt, please contact the department's student exchange team at studentexchange@det.nsw.edu.au	School principal
Considering an outbound student exchange	Arrangements for NSW students to join an international exchange program are strictly a matter between each student, his or her parents and the exchange organisation. The department's student exchange website provides general information about student exchange. The exchange organisation and the student's family discuss outbound student exchanges, costs and that appropriate arrangements are put in place to facilitate safe student travel, suitable host family arrangements and Working with Children clearances for adults in the host family. This process may include expressions of interest, student interviews and personal arrangements.	Individual students/ their parents and the SEO
Principal approval	Student participation in outbound exchange requires approval from the school principal. On receiving an approval request for student exchange participation, the school principal checks that: • the program is being offered by a registered Student Exchange Organisation • the period of exchange is at least 10 weeks and no longer than one year. Programs that do not meet the above requirements cannot be approved under the auspices of the Secondary Student Exchange Program and should be referred to studentexchange@det.nsw.edu.au.	School principal
Roll marking while student is on exchange	For statistical purposes, students on overseas exchange are to be considered present. Students participating on the Secondary Student Exchange Program for up to 12 months are to remain on the school attendance register (roll) and are not to be marked absent for the duration of their exchange. In marking the attendance register, schools should use the attendance register code **B** – to indicate *'The student is absent from the school on official school business',*as per the School Attendance Register Codes. The attendance register (roll) is to note the place and duration of the exchange. Please note that **an application for exemption is NOT required.** Non-government schools should follow the same practice.	The student's school Government schools Non-Government schools
Record of School Achievement eligibility	A student who is absent due to participation in a student exchange program approved by the school may be eligible for the Record of School Achievement if they meet all requirements for its award. See NSW Education Standards Authority website for details.	The student's school