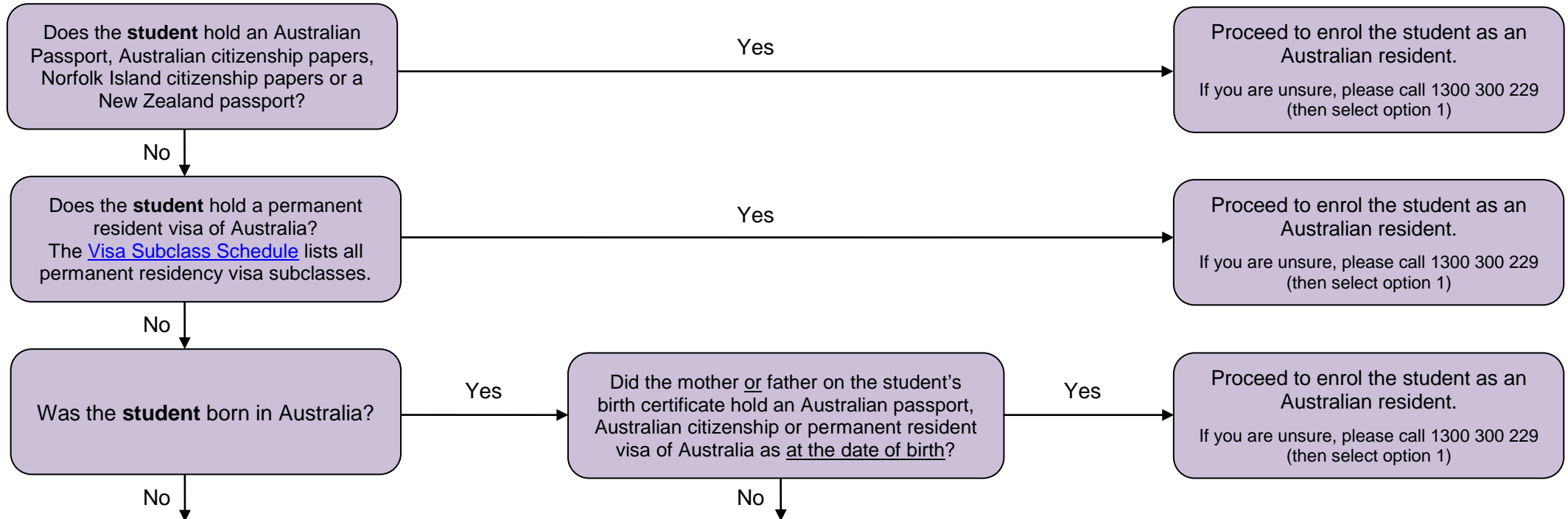


# Guide for identification and enrolment procedures for temporary residents

When the prospective student arrives at your school for a pre enrolment interview, the parent must provide **passport** and **visa** documentation for the student. A student's visa details may be printed may be in the form of a letter from the Department of Home Affairs or a printout from VEVO. Using the passport and visa details, school staff can determine the appropriate enrolment procedure 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.

## Start here



## 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 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 can not commence attendance in school until an *Authority to Enrol* document is issued to your school.
- The [Visa Subclass Schedule](#) will explain if the student needs 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](mailto:tempvisa@det.nsw.edu.au) Website at [www.deinternational.nsw.edu.au/trp](http://www.deinternational.nsw.edu.au/trp)