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 in the form of a letter from the Department of Immigration and Border Protection 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.

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**Start here**

Does the **student** hold an Australian Passport, Australian citizenship papers, Norfolk Island citizenship papers or a New Zealand passport?  
Yes → Proceed to enrol the student as an Australian resident.  
If you are unsure, please call 1300 300 229 (then select option 1)

No → Does the **student** hold a permanent resident visa of Australia?  
The **Visa subclasses** fact sheet lists all permanent residency visa subclasses.  
Yes → Proceed to enrol the student as an Australian resident.  
If you are unsure, please call 1300 300 229 (then select option 1)

No → Was the **student** born in Australia?  
Yes → Did the mother or father on the student’s birth certificate hold an Australian passport, Australian citizenship or permanent resident visa of Australia as at the date of birth?  
Yes → Proceed to enrol the student as an Australian resident.  
If you are unsure, please call 1300 300 229 (then select option 1)

No → 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 assistance.
- Temporary resident students can not commence attendance in school until an **Authority to Enrol** document is issued to your school.
- The **Visa subclasses** fact sheet explains if the student needs to apply to the Temporary Residents Program for an Authority to Enrol.
- The **Visa subclasses** fact sheet 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.deinternational.nsw.edu.au/trp