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 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.

Start here Proceed to enrol the student as an Does the **student** hold an Australian Yes Australian resident. Passport, Australian citizenship papers. Norfolk Island citizenship papers or a If you are unsure, please call 1300 300 229 New Zealand passport? (then select option 1) No Proceed to enrol the student as an Does the **student** hold a permanent Yes resident visa of Australia? Australian resident. The Visa subclasses fact sheet lists all If you are unsure, please call 1300 300 229 permanent residency visa subclasses. (then select option 1) No Proceed to enrol the student as an Did the mother or father on the student's Yes Yes Australian resident. birth certificate hold an Australian passport, Was the **student** born in Australia? Australian citizenship or permanent resident If you are unsure, please call 1300 300 229 visa of Australia as at the date of birth? (then select option 1) No 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 <u>Visa subclasses</u> fact sheet is available on our website or on request by contacting the Temporary Residents Program by telephone or email.
- The Temporary Residents Program <u>application form</u> 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