

# DE INTERNATIONAL

## DIRECT RELATIVE NOMINATION

Parents of international students are encouraged to nominate direct relatives as carers for their children. This person must either be a relative 21 years of age or over, and nominated by the parents (a brother, sister, step-parent, step-brother, step-sister, grandparent, steppaunt, uncle, niece or nephew, step-grandparent, steppaunt, step-uncle, step-niece or step-nephew).

Primary school students in Years 5 and 6 as well as, high school students in Years 7 and 8 must live with the relative nominated by the parents.

The carer undertakes to perform the following:

- Maintain regular contact with the student and liaise with the school, and parents
- Ensure that the student attends regularly and punctually. Student visas require a minimum of 80% attendance and failure to meet attendance requirements can lead to the cancellation of student visas
- Approval must be obtained from Immigration or DE International if the carer is unable to look after the student temporarily. They must not make alternative arrangements without seeking approval prior to departure.
- Notify the school and DE International of any changes to the student's address or living arrangements within seven days. This notification must be in writing and provide full details of the new arrangements, and must comply with NSW Department of Education and Department of Home Affairs requirements
- Contact the parents and school in case of accident/serious illness or medical emergency
- Assist the student to seek any necessary medical attention and ensure proper medical certification is obtained in case of absence
- Inform the parents promptly in the event of any problems, discuss solutions with parents and act promptly on their advice
- Write to or telephone the school to ask for leave for the student for medical/ dental or any appointments, specifying the dates and times of the absence
- Liaise with the school concerning behaviour, conduct or any issues which may affect the student's progress
- Attend school meetings such as parent/teacher interviews, subject selection meetings and other school or Institute meetings deemed necessary by the Principal on behalf of the parents
- Assist the student to understand school and visa requirements and abide by them.

**NOTE: The Direct Relative Nomination Form must be signed by both a parent of the student applicant and the nominated direct relative. The Statutory Declaration is required to be signed by the direct relative only and must be counter-signed by an authorised witness.**

For a list of authorised witnesses please refer to:

<http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

\* Parents and carers, please make a copy for your reference.

# DIRECT RELATIVE NOMINATION FORM

This form is to be completed and signed by the student's parent and returned to DE International at the address below or by email on [isc@det.nsw.edu.au](mailto:isc@det.nsw.edu.au).

Only use this form when nominating direct relatives to be approved by  
**Department of Home Affairs**

Please print Carer details in ENGLISH

## A. PARENT DECLARATION

I, ..... appoint .....  
(Name of parent in full) (Carer given name) (Carer family name)

as Carer of my child: .....  
(Student given name) (Student family name)

My relationship to the student is:  Mother  Father

Address: .....

Suburb/town: ..... Postcode: .....

Telephone no (Home): ..... (Work): ..... (Mobile): .....

Email: .....

.....  
Signature Date

## B. CARER DECLARATION

I, ..... accept the responsibility as the Carer  
(Name of nominated carer)

for: .....  
(Name of student)

Carer's Name: ..... Date of Birth: .....

My relationship to the parent: .....

Address: .....

Suburb/town: ..... Postcode: .....

Telephone no (Home): ..... (Work): ..... (Mobile): .....

Email: .....

.....  
Signature Date

**Note: If the nominated carer is in Australia on a visa, please provide a copy of the passport and current visa.**

### Statutory Declaration under the Oaths Act 1900 (NSW)

Under section 40A of the *Child Protection (Working with Children) Act 2012*

First name: .....Surname: .....

Previous names:.....

Date of Birth: .....  Male  Female

Place of birth: .....

Address: .....

Suburb: ..... State: ..... Postcode:.....

Occupation: .....

I do solemnly and sincerely declare that:

1. I am in child-related work or applying to be in child-related work within the meaning of the NSW Child Protection (Working with Children) Act 2012, but am exempt from the requirement to hold a working with children check clearance under the Child Protection (Working with Children) Regulation 2013 at the time of the making of this declaration.
2. I have not been refused a working with children check clearance under the Child Protection (Working with Children) Act 2012 (this declaration may be made if a clearance was subsequently granted to you).
3. I have not had a working with children check clearance cancelled under the Child Protection (Working with Children) Act 2012 (this declaration may be made if the clearance was surrendered by you, a clearance was subsequently granted to you, or the cancellation was overturned on review).
4. I am not currently subject to an interim bar on engaging in child-related work under the Child Protection (Working With Children) Act 2012.
5. I have not been convicted of an offence, or subject to a finding of guilt for an offence or a finding that the charge for an offence is proven, where the offence was committed as an adult in New South Wales or elsewhere and was an offence of the following kind:
  - (a) a sexual assault or intercourse offence;
  - (b) the common law offence of rape or attempted rape;
  - (c) an indecent assault offence;
  - (d) a sexual servitude offence;
  - (e) observing a person engaged in a private act, for the purpose of obtaining sexual arousal or sexual gratification (voyeurism);
  - (f) filming another person engaged in a private act or filming another person's private parts, for the purpose of obtaining, or enabling another person to obtain, sexual arousal or sexual gratification;
  - (g) installing a device, or constructing or adapting the fabric of a building, for the purpose of facilitating the observation or filming of a child, with the intention of enabling any person to commit an offence referred to at (d)-(e) above;
  - (h) murder of a child;
  - (i) manslaughter of a child (other than as a result of a motor vehicle accident);
  - (j) intentional wounding or causing grievous bodily harm to a child who was three or more years younger than me;
  - (k) a child prostitution offence;
  - (l) an offence involving an act of indecency with or towards a child;
  - (m) procuring or grooming a child under 16 years of age for unlawful sexual activity;
  - (n) using a child for the production of child abuse material, or producing, disseminating, possessing or importing child abuse material;
  - (o) possessing or importing child pornography;
  - (p) offences relating to the use of a postal or similar service for child pornography material or child abuse material;
  - (q) offences relating to the use of a postal or similar service involving sexual activity with a child under 16;
  - (r) publishing indecent articles;
  - (s) an offence of kidnapping a child, unless a parent or carer of the child at the time of the offence;
  - (t) a forced labour or deceptive recruiting for labour or services offence, where the victim was a child;
  - (u) intentional or reckless infliction of grievous bodily harm on a child, during or after the delivery of the child;
  - (v) intentionally abandoning or exposing a child under the age of seven;
  - (w) bestiality;
  - (x) an offence an element of which is an intention to commit one of the above offences; or
  - (y) an offence of attempting, or of conspiracy or incitement, to commit one of the above offences.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.

Signature [of declarant] ..... Date .....

Declared at: [place] .....



**Statutory Declaration under the Oaths Act 1900 (NSW)**

Under section 40A of the *Child Protection (Working with Children) Act 2012*

This declaration was signed in the presence of an authorised witness, who states:

I, *[name of authorised witness]* .....

Position: *[qualification of authorised witness]* .....

Certify the following matters concerning the making of this statutory declaration by the person who made it:  
*[please tick the box that applies]*

I saw the face of the person *OR* \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

I have known the person for at least 12 months *OR* \*I have confirmed the person’s identity using an identification document and the document I relied on was:

Describe identification document relied .....  
.....

.....  
Signature of authorised witness

.....  
Date

.....  
Position of authorised witness

**Note:**  
**To complete the statutory declaration process the applicant must also complete the Consent and Undertaking to the statutory declaration.**