

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

### Overview of Procedures

A secondary student exchange program is a reciprocal program whereby Australian students attend high school and enrol in a full time school program in another country for a period of three months or one school term (whichever is shorter) to one year. Under similar conditions students from overseas may undertake study in Australia.

**All secondary student exchange programs must be conducted through registered student exchange organisations.**

Organisations can be private, not-for-profit organisations or registered state or private secondary schools. NSW follows the [National Guidelines for International Student Exchange](#). NSW schools should only deal with [student exchange organisations registered to operate in NSW](#).

Sister school relationships, short term cultural exchanges, twinning arrangements Memoranda of Understandings (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 do NOT form part of international secondary student exchange programs in Australia.

### Student Exchange Visas

Student exchange students are issued with Subclass 500 Student Visas as long as they are enrolled as full time secondary students in a recognised course of study.

Please note that a student exchange student should not be confused with a student on a Temporary 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 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.

### Student Exchange Information and Procedures are available on:

- [the NSW student exchange website](#)

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

### **Resolution of Problems**

The school is to report any problems to the registered student exchange organisation. If a satisfactory resolution cannot be reached, then contact should be made with the NSW Student Exchange Registration Committee via [studentexchange@det.nsw.edu.au](mailto:studentexchange@det.nsw.edu.au).

### **Registered NSW Exchange Organisations (providing exchange programs for students in NSW)**

- AFS Intercultural Programs Australia
- Australian Institute of International Understanding
- Rotary International
- Society for Australian German Student Exchange
- Southern Cross Cultural Exchange
- Student Exchange Australia New Zealand Ltd
- Sutherland Shire-Lakewood Sister City Committee
- World Education Program Australia Ltd
- Youth for Understanding Australia Ltd

### **Registered Schools (providing exchange programs for students enrolled in the school)**

- Cowra High School
- Kingscliff High School
- St Columba's Catholic College
- St. John Paul College, Coffs Harbour
- St Scholastica's College

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

Action	INBOUND STUDENT EXCHANGES Information for NSW school Principals and school administrators	Responsibility
<b>Before the student Exchange</b>	Initial contact is made with the school Principal to see if the school is willing and able to accept a student exchange student. Student Exchange Organisations confirm the host families' Working With Children Check are completed.	The organisation
<b>Placement of the inbound exchange student and student welfare requirements</b>	A discussion is held between the exchange organisation and the school Principal to determine if a place might be available for a student exchange student. The school Principal checks that the <a href="#">organization is registered</a> and that the duration of the proposed exchange is at least 3 months or one school term and up to one year.  Appropriate arrangements are put in place to facilitate safe student travel, suitable host family arrangements and Working with Children clearances for all adults in the host family. If the school Principal agrees to accept the exchange student, a written agreement may be signed between the school Principal and the organisation.	The organisation  The school Principal  The organisation and the school Principal
<b>Applying for the AASES form</b>	An application is made to the NSW Student Exchange Registration Committee for an <b>Acceptance Advice of Secondary Exchange Student (AASES)</b> form. An AASES form is issued. Each form has a unique identifying number and includes the student's name, country of origin, date of birth, length of stay and host school. A sample AASES form is on page 24 of the <a href="#">National Guidelines for International Student Exchange</a> .	The organisation  The NSW Student Exchange Registration Committee
<b>Processing the AASES form</b>	<ul style="list-style-type: none"> <li>Sections A and B of the AASES form are completed and the exchange organisation sends the form to the exchange student's family.</li> <li>The exchange student's family completes Part C, keeps a copy and submits the form to the Australian diplomatic mission offshore to apply for a 500 Student Visa.</li> <li>The Australian diplomatic mission issues a 500 Student Visa.</li> </ul>	The organisation  The organisation and the student's family Australian diplomatic Mission
<b>Presenting and completing the AASES form</b>	The exchange student presents him/herself at the school for enrolment with a copy of the AASES form. The school Principal or their nominee MUST sight: <ol style="list-style-type: none"> <li>the AASES form with sections A, B and C completed</li> <li>the student's passport</li> <li>the 500 Student Visa label in the passport if issued. Please note genuine students may have an e-visa which is provided by the Australian Embassy in an email.</li> </ol> The Principal signs Part D of the AASES form and keeps copies of the above documents. If the school does NOT sight these documents, then the enrolment should not proceed. The organising student exchange organisation should be contacted.	The organisation  The host school
<b>Returning the completed AASES form</b>	The completed AASES form is returned to the organisation by the host school The organisation emails the completed AASES form within 14 days to <a href="mailto:studentexchange@det.nsw.edu.au">studentexchange@det.nsw.edu.au</a>	The host school The organisation

