

## Program overview

The [secondary student exchange program in NSW](#) is a state specific reciprocal program whereby students from another country are enrolled as full-time students in a NSW secondary school for a period ranging from three months (or one full school term) to one year. Under similar program conditions, students from NSW are able to enroll full-time, in a recognised course of study in an overseas country.

The following activities DO NOT take place under the framework of the secondary student exchange program: sister school relationships; short-term cultural exchanges; twinning arrangements; Memoranda of Understanding (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. See the department's ['Overseas students and visitors policy'](#) for further details.

## Student Exchange Organisations (SEOs)

All secondary student exchange programs must be conducted through registered student exchange organisations (SEOs). These may be private, not-for-profit organisations or registered state or private secondary schools. NSW Schools should only deal with student exchange organisations registered to operate in NSW. A [list of registered NSW student exchange organisations](#) is available on the DE International website.

## Guidelines

Secondary student exchange in NSW is governed by the [National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia](#) and the [Guidelines for the Operation of International Secondary Student Exchange Program in New South Wales](#).

## Student Exchange Visas

Secondary exchange students are issued with an Acceptance Advice for Secondary Exchange Student (AASES), which they use to apply for a subclass 500 Student Visa.

Please note that a secondary exchange student should not be confused with a student on a temporary residence 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 (ATE) 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.

## Resolution of Problems

Schools are to report any problems to the relevant 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).

Action	INBOUND STUDENT EXCHANGES Information for NSW school Principals and school administrators	Responsibility
<b>Before the Exchange</b>	Initial contact is made with the school Principal to see if the school is willing and able to accept an exchange student. The SEO confirms the host families' Working With Children Checks are completed and cleared.	The Student Exchange Organisation (SEO)
<b>Placement of the inbound exchange student and student welfare requirements</b>	<p>A discussion is held between the exchange organisation and the school Principal to determine if a place is available for an exchange student.</p> <p>The school Principal checks that the <a href="#">organisation 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.</p> <p>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.</p>	<p>SEO</p> <p>The school Principal</p> <p>SEO and the school Principal</p>
<b>Applying for the AASES form</b>	<p>An application is made to the NSW Student Exchange Registration Committee for an <b>Acceptance Advice of Secondary Exchange Student (AASES)</b> form.</p> <p>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.</p>	<p>SEO</p> <p>NSW Student Exchange Registration Committee</p>
<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 SEO 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 subclass 500 Student visa.</li> <li>The Australian diplomatic mission issues a subclass 500 Student visa.</li> </ul>	<p>SEO</p> <p>SEO and the student's family</p> <p>Australian diplomatic Mission</p>
<b>Presenting and completing the AASES form</b>	<p>The exchange student presents him/herself at the school for enrolment with a copy of the AASES form.</p> <p>The school Principal or their nominee MUST sight:</p> <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>evidence of visa status (visa notification letter or VEVO check).</li> </ol> <p>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 and the SEO should be contacted.</p>	<p>SEO</p> <p>The host school</p>
<b>Returning the completed AASES form</b>	<p>The completed AASES form is returned to the SEO by the host school</p> <p>The SEO emails the completed AASES form to <a href="mailto:studentexchange@det.nsw.edu.au">studentexchange@det.nsw.edu.au</a> within 14 days.</p>	<p>The host school</p> <p>SEO</p>

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

Action	OUTBOUND STUDENT EXCHANGES Information for NSW school Principals and school administrators	Responsibility
<b>Requests from organisations to promote international exchange programs</b>	All student exchange programs must be conducted through registered student exchange organisations. A list of the <a href="#">registered student exchange organisations</a> can be found on the department's website. Programs that are not operated by a registered student exchange organisation should not be promoted to students. If in doubt, please contact the department's student exchange team at <a href="mailto:studentexchange@det.nsw.edu.au">studentexchange@det.nsw.edu.au</a>	School Principals
<b>Considering an outbound student exchange?</b>	Arrangements for NSW students to join an international exchange program are strictly a matter between each student, his or her parents and the exchange organisation. The <a href="#">department's student exchange website</a> includes general information about student exchange.	Individual students and their families
<b>Negotiating the possibility of engaging in an outbound student exchange and consideration of student welfare requirements</b>	Discussions are held between the exchange organisation and the student's family to discuss outbound student exchanges, costs and that appropriate arrangements are put in place to facilitate safe student travel, suitable host family arrangements and Working with Children clearances for adults in the host family. This process may include expressions of interest, student interviews and personal arrangements.  The student's family decides whether to engage in the outbound student exchange and asks for the support of the school Principal.  The school Principal checks that the <a href="#">organisation is registered in NSW</a> . The school Principal will be asked to agree to the outbound exchange.	SEO and the student's family  The student's family  The school Principal
<b>Roll marking while the student is on exchange</b>	For statistical purposes, students on overseas exchange are to be considered present and absences on these days are not to be recorded on student records or counted as absences.  Students on an accredited overseas exchange for up to 12 months are to remain on the school attendance register (roll) and are not to be marked absent for the duration of their exchange. In marking the attendance register, schools should use the attendance register code <b>B</b> – to indicate <i>The student is absent from the school on official school business</i> , as per the <a href="#">School Attendance Register Codes</a> . The attendance register (roll) is to note the place and duration of the exchange. Please note that <b>an application for exemption is NOT required</b> .  Non-government schools should follow the same practice.	The student's school  Government schools  Non-Government schools
<b>Eligibility for the Record of School Achievement – exchange students</b>	A student who is absent due to participation in a student exchange program approved by the school may be eligible for the Record of School Achievement if they meet all requirements for its award. See <a href="#">NSW Education Standards Authority website</a> for details.	The student's school