

# TEMPORARY RESIDENTS PROGRAM

## Fact sheet – Application process for temporary residents

Thank you for choosing the New South Wales Department of Education to deliver a quality education program to your child. New South Wales government schools offer a world-class standard of education from the largest education provider in Australia.

This fact sheet explains the process to enrol a temporary resident child into a New South Wales government school. There are separate fact sheets to explain the process for children who are **dependants of an international student** and children holding a **visitor visa**.

### **Step 1:** **When to apply**

The application process for temporary residents can only begin when the child arrives in Australia.

### **Step 2:** **Find your local school and make an appointment**

A child holding a temporary resident visa (including bridging visa holders) who resides in New South Wales will apply to enrol in the New South Wales government primary or secondary school closest to their residential address.

To find your local New South Wales government school visit <https://education.nsw.gov.au/school-finder>. The school finder gives your local school based on your selections.

Please note, temporary residents are not eligible to enrol in selective high schools including agricultural high schools, the selective component of comprehensive high schools and Opportunity Classes (OC) in primary schools.

When you find your local school, telephone the school and make an appointment for a meeting. If your local school is at capacity and has no available place for your child, they will refer you to the next available school with capacity.

### **Step 3:** **What to bring to the meeting**

On the day of the meeting, bring a copy of the Temporary Residents Program *Application form for an Authority to Enrol*, the original passport for all members of your family and the visa for all members of your family.

If your child holds a bridging visa, bring a copy of your child's previous visa and the letter from the Department of Home Affairs that confirms the subclass of the new visa application.

The school may also ask you to bring evidence of your residential address and evidence of your child's immunisation status.

### **Step 4:** **Complete the *Application form for an Authority to Enrol***

Complete the relevant sections of the Temporary Residents Program *Application form for an Authority to Enrol*. Complete a separate application for each child applying to enrol in school. If the principal agrees to the enrolment, they will complete *Section B* of the Temporary Residents Program *Application form for an Authority to Enrol*.

### Step 5: Check the application

Look at the checklist on page 2 of the Temporary Residents Program [Application form for an Authority to Enrol](#). The checklist will help you to provide all documents required for the application. Incomplete applications submitted to the Temporary Residents Program may result in delays to the application for enrolment.

### Step 6: Apply for enrolment

Send the completed application form, a certified copy of your child's passport, a certified copy of your child's visa and payment of the Temporary Residents Program administration fee and education fee to the Temporary Residents Program.

In New South Wales most temporary residents pay the Temporary Residents Program administration fee and education fee to enrol in a government school. Refer to the [Visa subclasses & enrolment conditions](#) and the [Education fee](#) fact sheet.

### Step 7: Processing times

The Temporary Residents Program aims to process new applications in five working days.

Your application will take longer to process if:

- you do not complete the application correctly
- you do not include all the documents we request from you in the checklist
- we experience a high volume of new applications at the start of a new school term.

When the application is complete and processed, an *Authority to Enrol* is sent to the school. The *Authority to Enrol* provides the New South Wales government school with your child's enrolment start date. Your child is not permitted to enrol in any New South Wales government school for any period unless an *Authority to Enrol* has been issued to the school by the Temporary Residents Program.

### Need more information

To find out more about the Temporary Residents Program, please visit [deinternational.nsw.edu.au/trp](http://deinternational.nsw.edu.au/trp) or call our Customer Service Team on 1300 300 229 (then option 1). To find out more about going to a New South Wales government school, please visit [education.nsw.gov.au/going-to-a-public-school](http://education.nsw.gov.au/going-to-a-public-school).