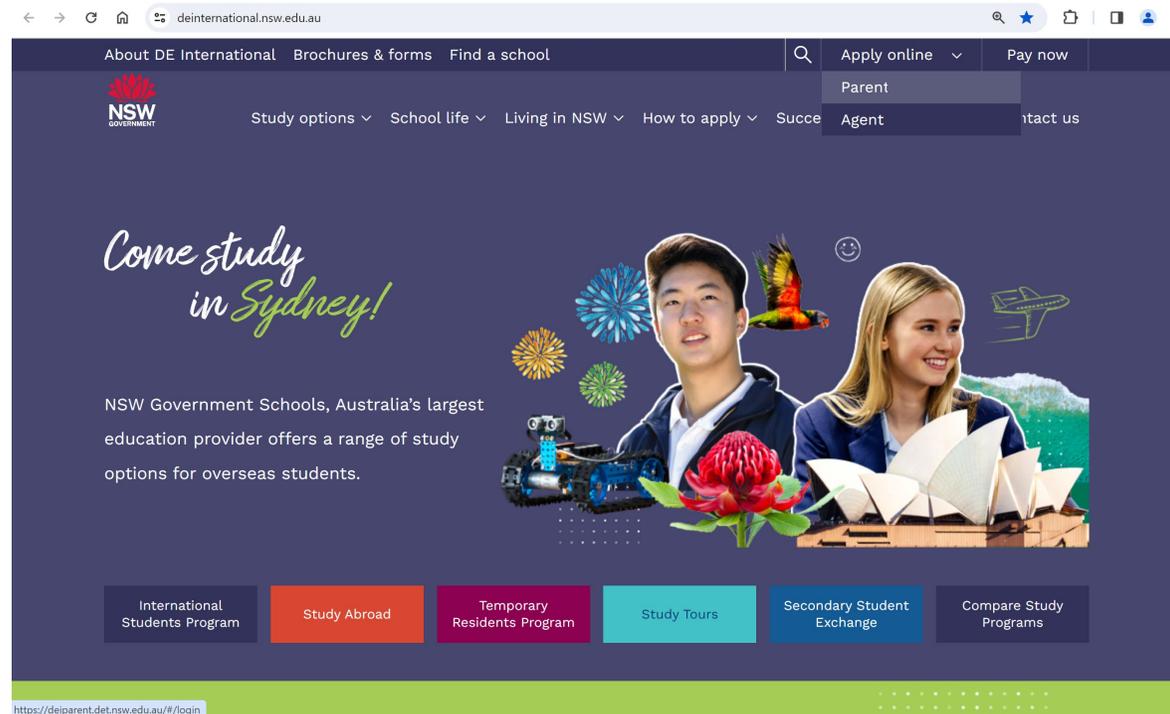# NSW Government Schools - Online Application Portal
Quick Reference Guide

This quick reference guide is for temporary resident students applying for enrolment in a NSW government school

| 1. Create parent account | → | 2. Create student account | → | 3. Create new application | → | 4. Select study purpose to select program | → | 5. Submit placement request | → | 6. Authority to Enrol issued |

How to access the Online Application Portal
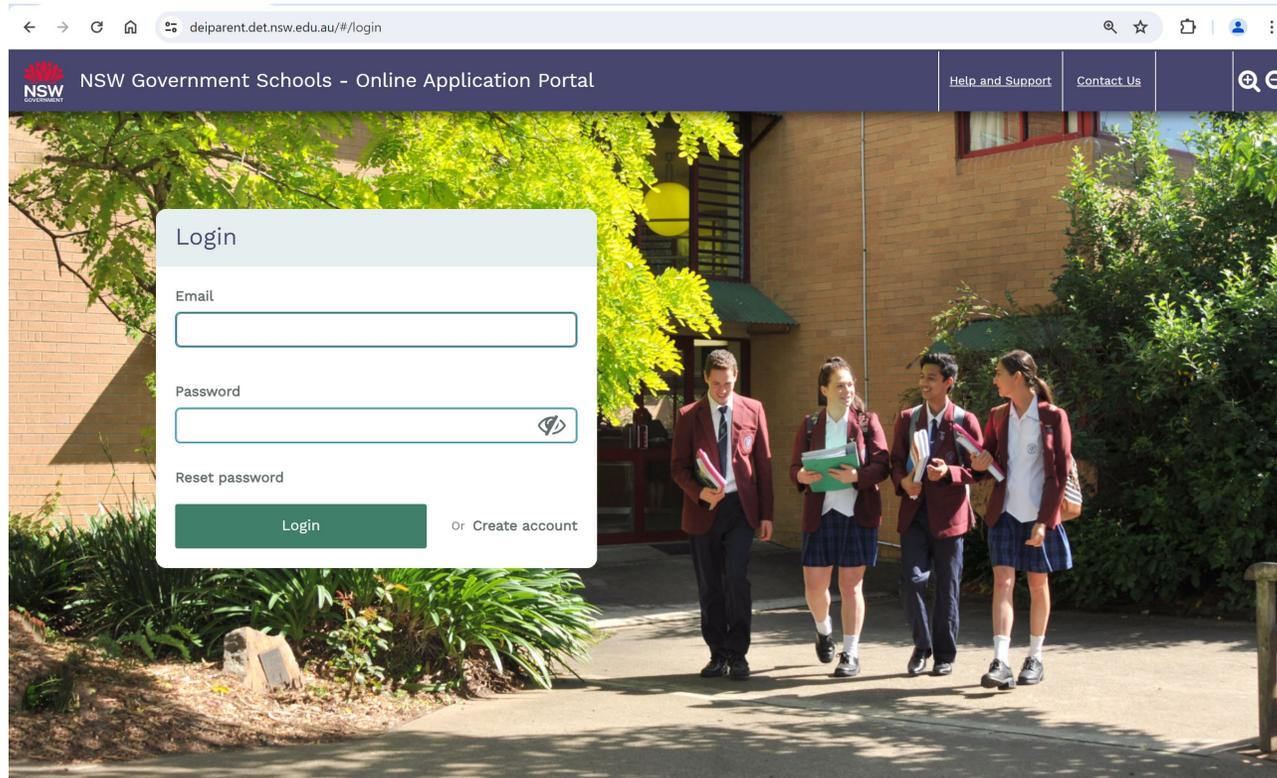
1. Open the DE International website:
https://www.deinternational.nsw.edu.au

2. In the top right of the screen, open the "Apply online" dropdown menu and select: "Parent"

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Existing users

- Enter your email address and password to login

New users

- Select the "Create account" button

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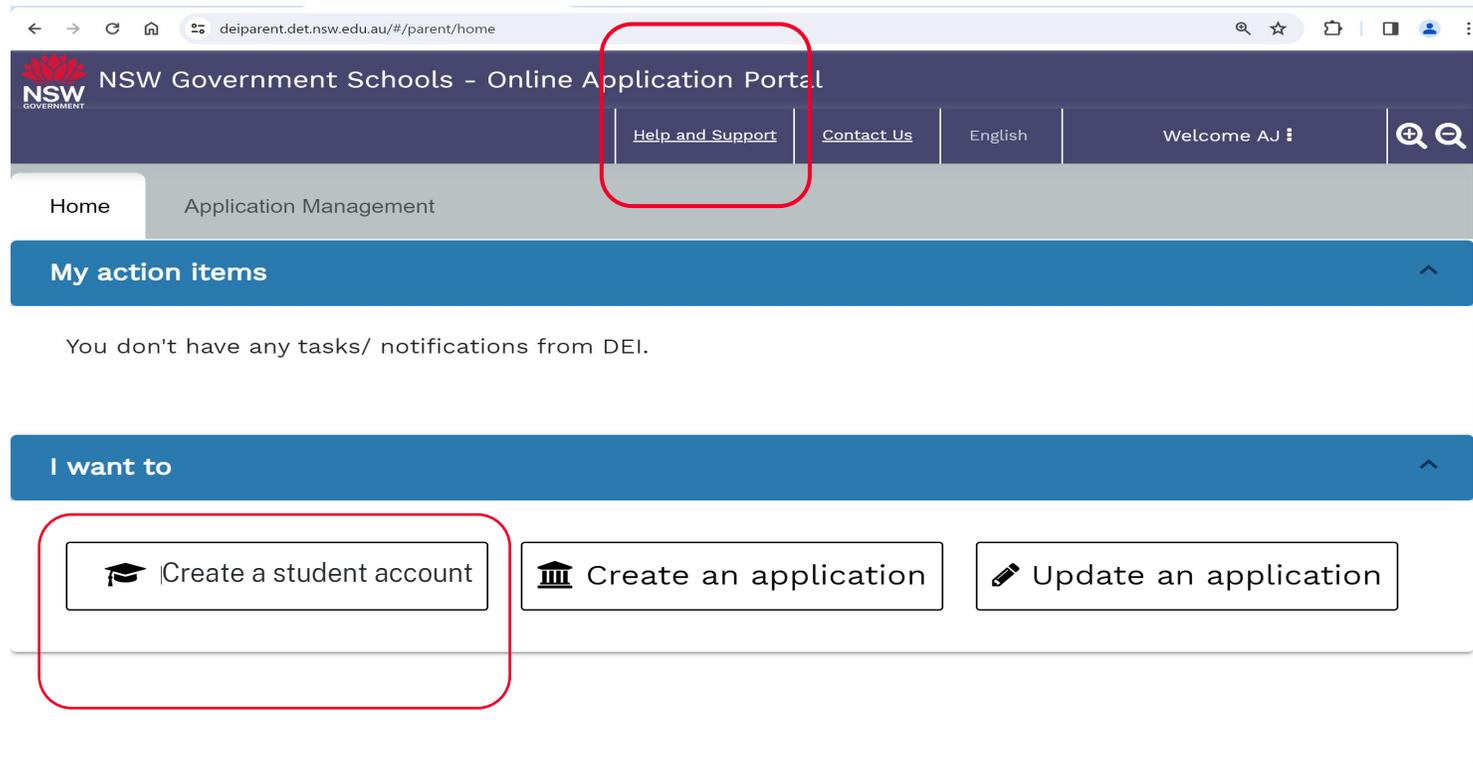### Create Parent/Legal Guardian* Account

- Register one parent/legal guardian (*main carer*) for portal access *(additional parents or direct relatives can be added later at the application stage)*

  *Legal Guardian does not include the guardian/carer approved by the Department of Home Affairs or NSW Department of Education

- Enter name(s) as they appear on passport

- Upload identity document

- Complete all mandatory fields, marked with an asterisk (*)

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Select "Create a student account" to create a new child profile.

If your child is already enrolled:

- *Click "Help and support" for DE International to link your child's existing record to this parent login.*

- *You will **not** need to register an existing student again or submit a new application. Enrolled students do not need to proceed with the rest of this user guide.*

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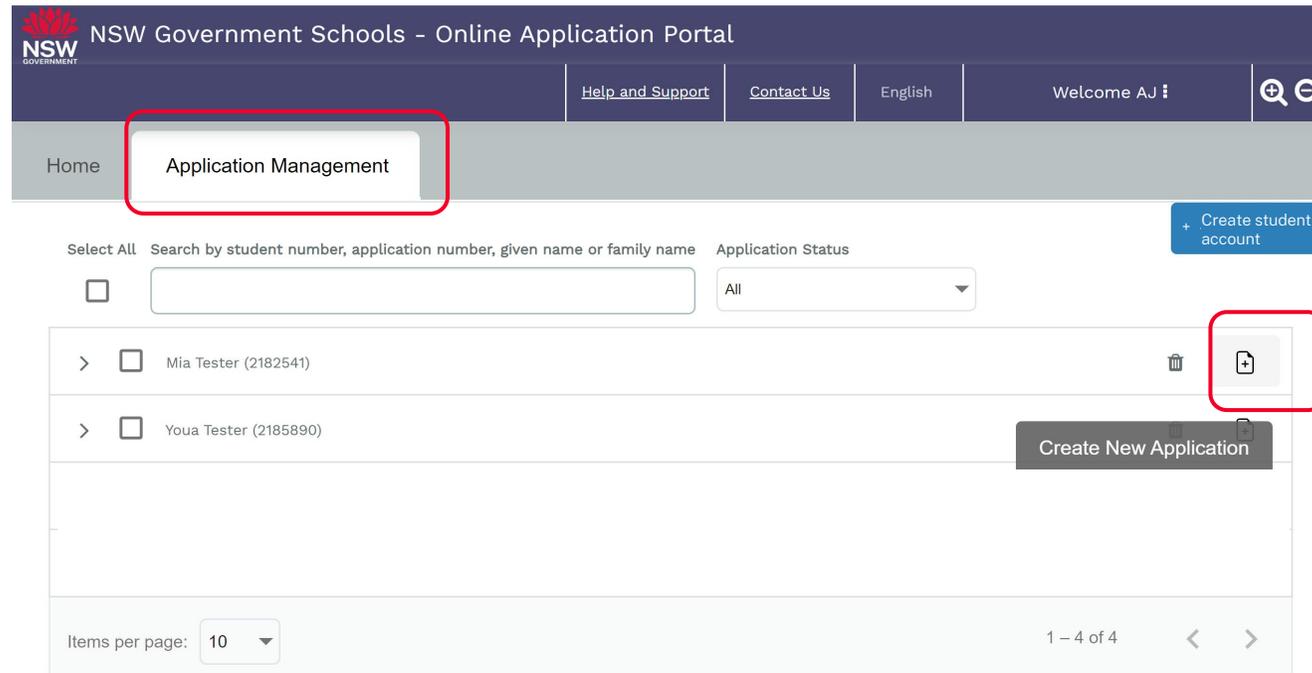| 1. Create parent account | → | 2. Create student account | → | 3. Create new application | → | 4. Select study purpose to select program | → | 5. Submit placement request | → | 6. Authority to Enrol issued |

Create student account

- Please provide your child's details to create their account.

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Creating a new application for your child

- Click on the 'Application Management' tab
- Identify your child's name
- Click the 'Create new application' icon =

Only one draft application can be saved at a time.

Made a mistake?

- You can delete and recreate students and applications. Find the 'delete' icon =

If already enrolled:

- Click "Help and support" for DE International to link your child's existing record to this parent login.
- You will not need to register an existing student again or submit a new application. Enrolled students do not need to proceed with the rest of this user guide.

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"Student Study Purpose" determines the program to which you will apply

Temporary Residents Program

Parent will work, migrate, or arrive as a refugee (child in Australia with a visa)
- All humanitarian, skills, bridging, work and migration visas

Parent will study on a 500 visa (child in Australia with a visa)
- Only for current holders of valid dependent 500 visa

Parent will study on a 500 visa (child has no visa and needs Confirmation of Placement to apply for dependent 500 visa)
- Only for families applying for a dependent 500 visa
- Supporting document only, not an enrolment application

Family will be on holiday (child in Australia with visa subclass 600, 601, 602, 651)
- All Visitor Visa holders (600, 601, 602, 651)

International Students Program/ Study Abroad

Child will study as the primary applicant on an international student visa (subclass 500P Schools Sector)
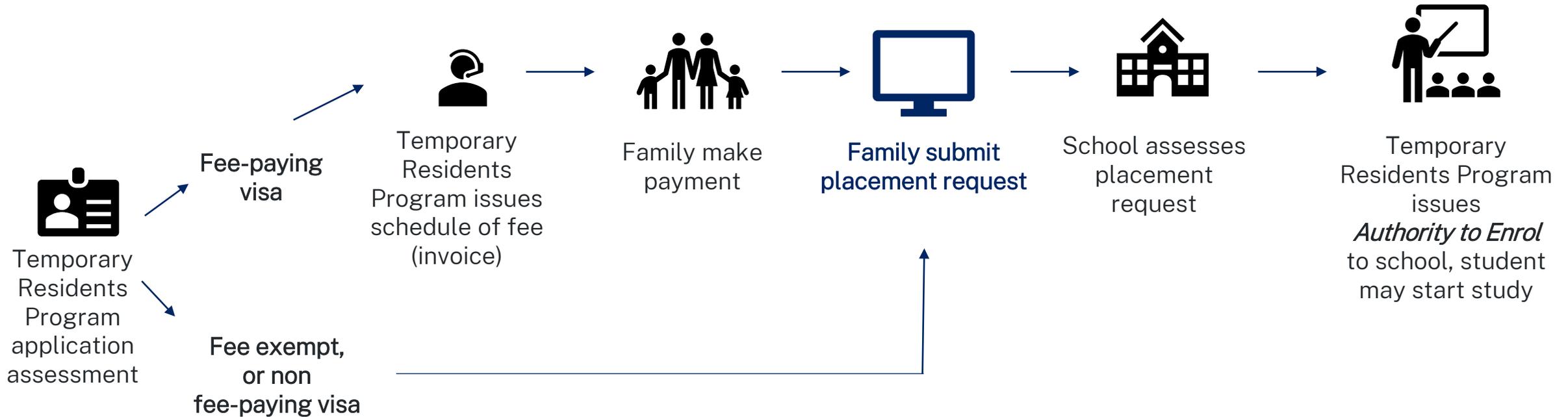- Only for children with their own 500P visa

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Temporary Residents Program application assessment

Fee-paying visa

Fee exempt, or non fee-paying visa

Temporary Residents Program issues schedule of fee (invoice)

Family make payment

Family submit placement request

School assesses placement request

Temporary Residents Program issues *Authority to Enrol* to school, student may start study

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Click this task to open

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Submit a placement request to your school. Select:

- Proposed start date
- Proposed grade
- School type (School, IEC, Distance Education, Hospital patient)
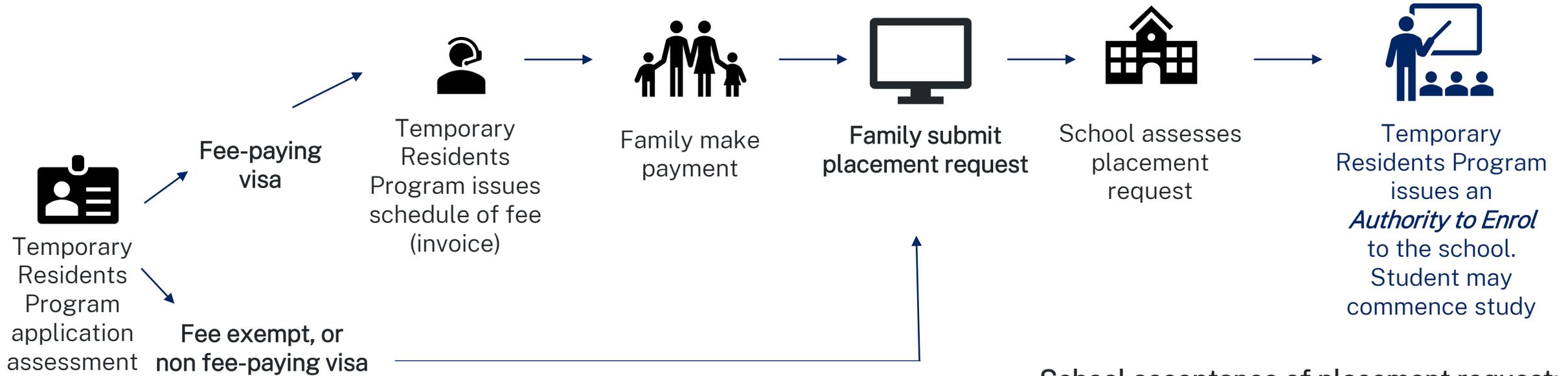- School from the drop-down list

Made a mistake?

- Submitted requests go to the school you selected
- Schools can choose to not accept requests:
  - You can ask them to (not accept), this will send you a new task to make a new placement request.

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School acceptance of placement request:

- Generates Authority to Enrol
- Digital notification send to schools

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INFORMATION

Where do I find information about the Temporary Residents Program?

Information about the Temporary Residents Program and applying can be found here: https://www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents

ACCOUNT CREATION

How do I access the NSW Government Schools Online Application Portal?

Apply only via https://www.deinternational.nsw.edu.au/ , or login via https://deiparent.det.nsw.edu.au Once you have created your parent account: your username is your email address.

I can't find the account activation email, what should I do?

Check your "junk" or "spam" folder. If you still can't find it, please contact us: request help from https://deinternational.atlassian.net/servicedesk/customer/portal/2

What if I already have students registered or enrolled in NSW Government Schools? How do I register?

Create a parent profile, then contact "Help and support" with your and your child's passport to have the existing record linked to your account.

APPLYING

How do I submit an online application?

You will need to create a parent account first, then create a student account, then select 'Create new application.'

What if I have already submitted a paper application before 6 November 2023?

If you have already submitted a paper application, it will be processed according to our current processing times. Applications after that date must be done online.

PLACEMENT and AUTHORITY TO ENROL

How can I contact schools to submit a placement request?

After your application has been submitted and approved by the Temporary Residents Program: you will receive a task to send a placement request online. The school will then contact you for an interview.

WHERE CAN I GET HELP?

For help with the Online Application Portal, please contact our support team: https://deinternational.atlassian.net/servicedesk/customer/portal/2