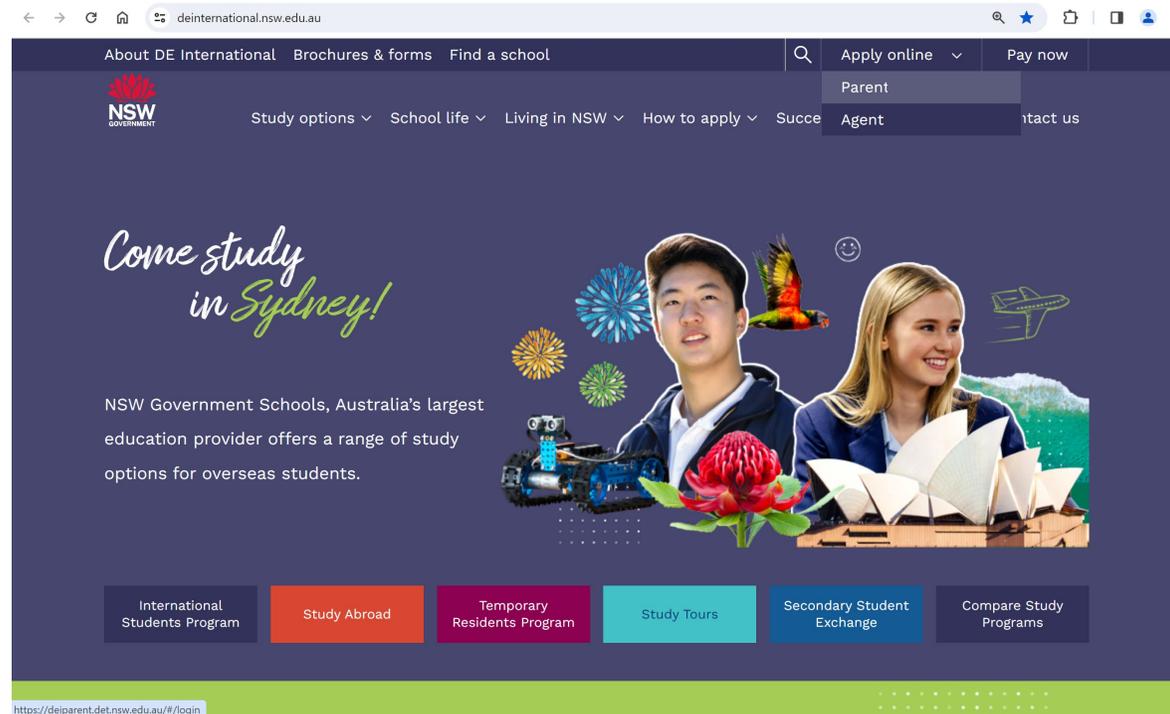


# NSW Government Schools - Online Application Portal Quick Reference Guide



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



## How to access the Online Application Portal

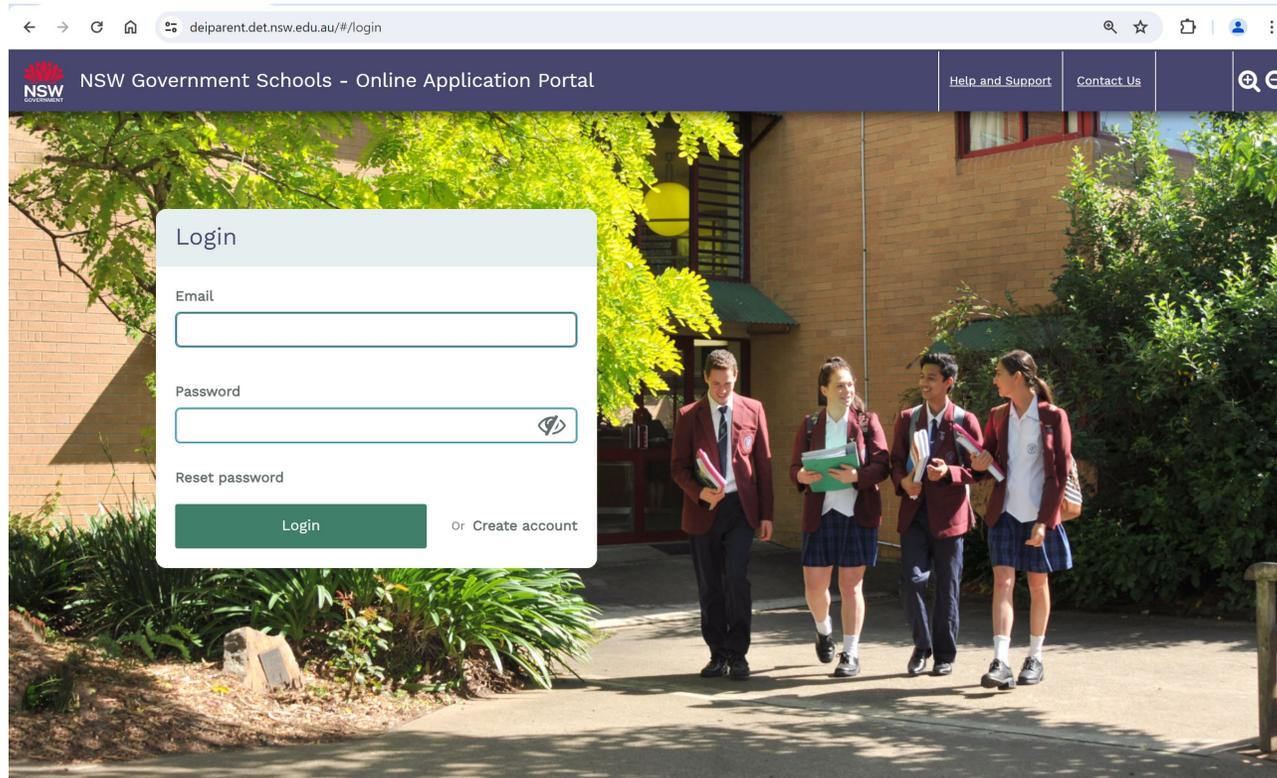
1. Open the DE International website:  
<https://www.deinternational.nsw.edu.au>
2. In the top right of the screen, open the “Apply online” dropdown menu and select: “Parent”

# 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



### Existing users

- Enter your email address and password to login

### New users

- Select the “Create account” button

# 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



deiparent.det.nsw.edu.au/#/create-parent

### Create Parent/Legal Guardian account

Please note that all fields marked with an (\*) are required.

#### Parent/Legal Guardian (Your details)

Given Name/ First Name \*

As per the identity document, e.g., passport.

Family Name/ Last Name/ Surname \*

Click here only if your passport or birth certificate does not have a family name, last name or surname

Date of Birth \*

DD/MM/YYYY

Gender \*

Male Female

Country of Birth \*

Please select

Nationality \*

Please select

Do you have a current Passport, ImmiCard, Titre de Voyage, Document for Travel to Australia (DFTTA) or PLO56 Evidence Card? \*

Yes No

Identity document type \*

Passport

### Create Parent/Legal Guardian\* Account

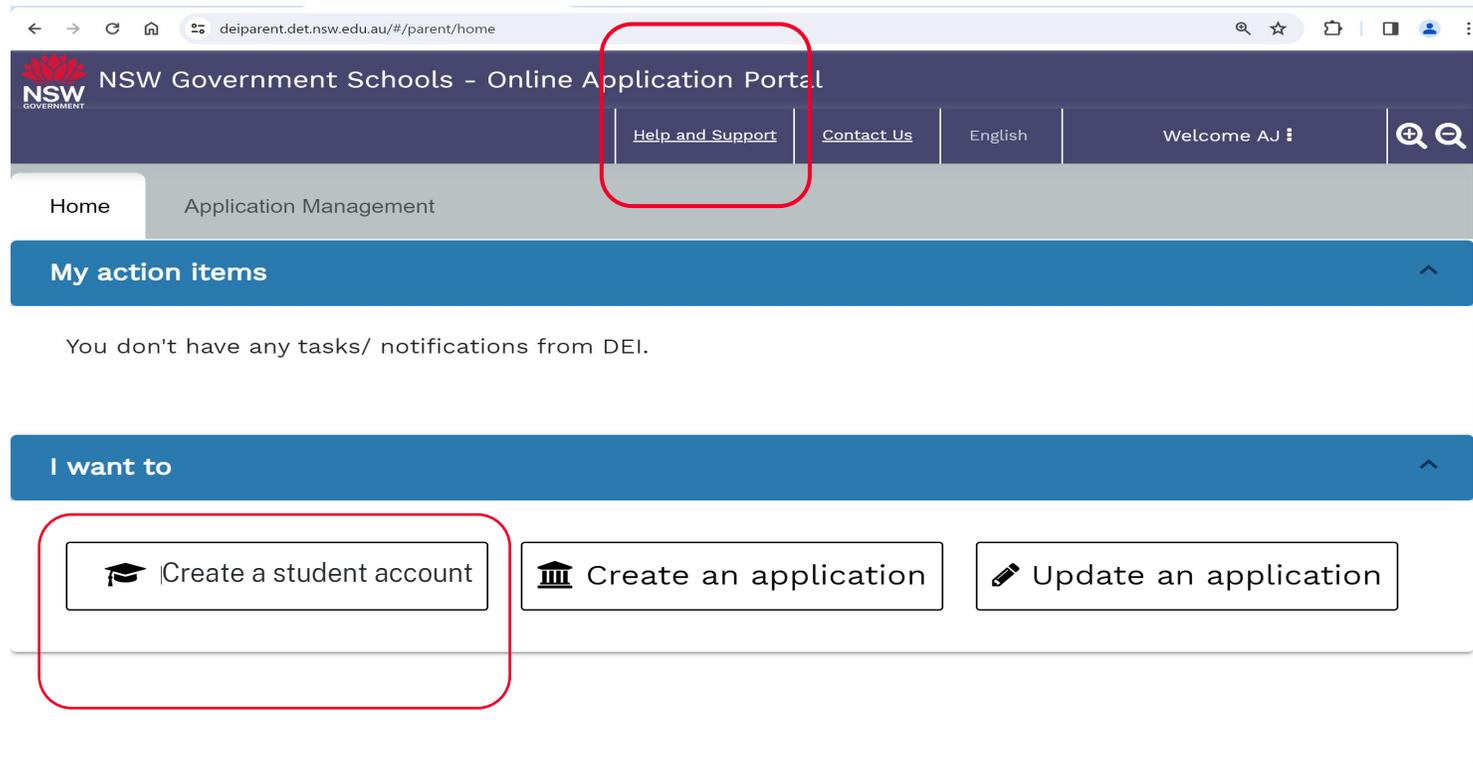
- Register one parent/legal guardian (*main carer*) for portal access (*additional parents or direct relatives can be added later at the application stage*)
  - \*Legal Guardian does not include the guardian/carer approved by the Department of Home Affairs or NSW Department of Education
- Enter name(s) as they appear on passport
- Upload identity document
- Complete all mandatory fields, marked with an asterisk (\*)

# 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



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.

# 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



deiparent.det.nsw.edu.au/#/parent/appl-mgmt

### Create student account

Please note that all fields marked with an (\*) are required.

**Student Details**

Has the student previously applied to a NSW Government School? \*

Yes  No

Given Name/ First Name (As per the identity document, e.g., passport) \*

Family Name/ Last Name/ Surname \*

Click here only if your child's passport or birth certificate does not have a family name, last name or surname.

Preferred Name

Date of Birth (Child must turn five (5) by 31 July of the school start year to be eligible to start Kindergarten) \*

DD/MM/YYYY

Gender \*

Male  Female

Student's Country of Birth \*

Please select

Student's Nationality \*

Please select

Does the student have a current valid Passport, Immicard, Voyage de Titre, Document for Travel to Australia (DFTTA) or PL056 Evidence Card? \*

Yes  No

Submit Close

### Create student account

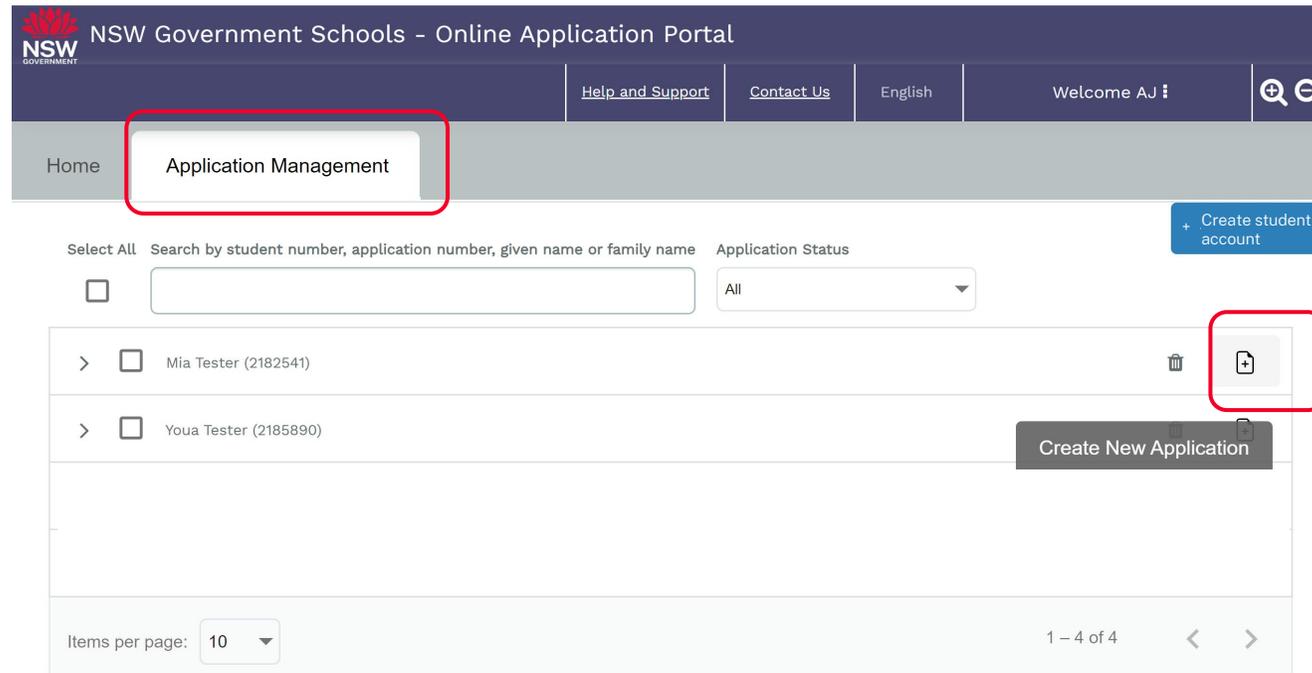
- Please provide your child's details to create their account.

# 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



### 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.

# 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



“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

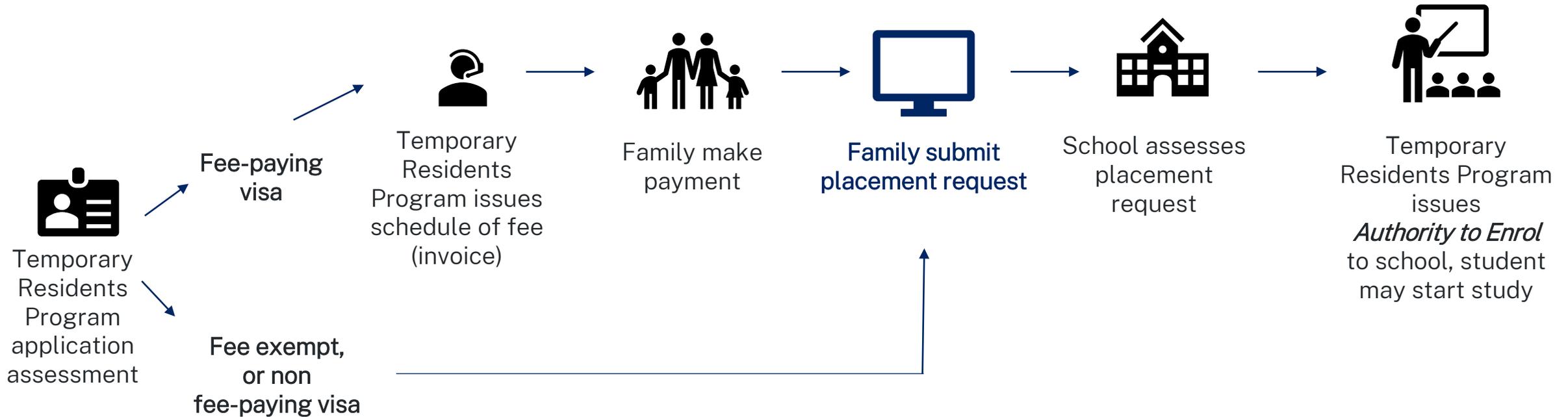
For more information on programs, visit: <https://www.deinternational.nsw.edu.au/>

# 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



# 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



Student No	Given name	Family name	Process name	Description	Date created
3123456	Mia	Tester	Placement	Submit placement request	25 May 2024
3123456	Mia	Tester	Application	Pay invoice	25 May 2024
3123456	Mia	Tester	Application	Documents submitted	20 May 2024

Click this task to open

# 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



Placement  
Student ID: 2159309 (DRTest DRFam) Status: Open

The application to enrol your child in a NSW government school with the Temporary Residents Program has been assessed. You can now submit a school placement request for your child. Please complete the School Placement Request below.

Student Details			
Family Name	DRFam	Given Name	DRTest
Date of birth	12/11/2015	Gender	Female
Passport No	123456789	Passport expiry	31/12/2023
Passport issued	India	Visa class	BC
Visa subclass	100	Visa expiry	08/03/2029
Australian residential address	100 Ontario St,100 Ontario St,Ontario,FL,2000		

Submit Placement Request

Proposed start date (will be confirmed by the school during interview)  
03/12/2023

Proposed school grade (will be confirmed by the school during interview)  
[Dropdown menu]

My local schools  Intensive English Centres  Distance Education schools  Hospital schools

Find schools close to your home address. Find out more

Select a school in your local catchment zone  
[Dropdown menu]

Click submit to send your placement request to the school. You will be notified about the outcome and next step in the process.

Submit Close

### 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?

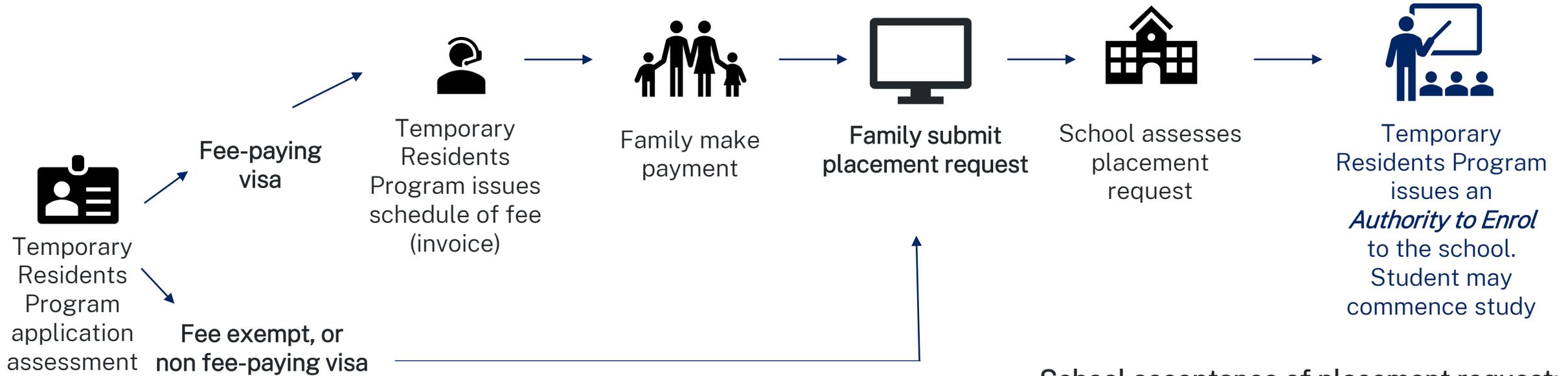
- Submitted requests go to the school you selected
- Schools can choose to not accept requests:
  - You can ask them to (not accept), this will send you a new task to make a new placement request.

# 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



### School acceptance of placement request:

- Generates Authority to Enrol
- Digital notification send to schools

# 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

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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>

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