

## Temporary residents and visas

This information is from the Temporary Residents Program, Department of Education International, in response to commonly raised questions.

### Glossary of terms

There is a glossary of terms and program information at the end of this document.

### What is a visa?

A visa is a document showing a person is conditionally authorised to enter or leave a territory. The Australian Department of Home Affairs (DHA) issue visas to authorise individual entry or exit of Australian borders. The DHA issue visas for many purposes including work, study, holiday, refugee and migration.

### Who needs a visa?

All non-Australian citizens require a visa to remain in Australia lawfully. ERN is established to allow school staff to enter details for students with temporary resident status, permanent resident status and Australian citizen status.

### What if the child does not have a visa?

On rare occasions, a child may present to a school with no visa. On these occasions, principals should contact Equity Education on 9244 5837 to discuss enrolment options.

### How do I identify temporary residents?

The *Proof of Identity and Residency Status* document provides details of travel documents and proof of identity required of non-Australian citizens. The *Proof of Identity and Residency Status* document is available on the DE intranet and the Temporary Residents Program website at [www.deinternational.nsw.edu.au/trp](http://www.deinternational.nsw.edu.au/trp).



### Where do I find a list of all the visas?

The Temporary Residents Program has a list of visas that are issued by the Department of Home Affairs. The visa list explains the student enrolment conditions applicable to each type of visa. The visa subclass schedule is available in ERN in the residency details area. The visa subclass schedule is also available on the Temporary Residents Program website at [www.deinternational.nsw.edu.au/trp](http://www.deinternational.nsw.edu.au/trp) or click [here](#).

### Why is there no expiry date on some visas?

Although all visas have a grant date, some visa types issued by the Department of Home Affairs do not have an expiry date. These visas only expire when the Department of Home Affairs decide on the visa application. Examples of visas without an expiry date include subclasses 010-070, 309, 445 and 820. When you enter visa details into ERN, there is a data field for the *Visa Expiry Date*. For visas 010-070, 309, 445 and 820 the user will find the *Visa Expiry Date* field is not mandatory. The field will not contain a \*, and the field can be left blank.

**Save Residency Status Details**

\*Date of Arrival in Australia (when born overseas) :   Evidence : 

\*Passport or Travel Documentation No :


\*Country of Issue of Passport :


\*Visa Class :  [Schedule of Visa Subclasses](#)

\*Visa Subclass :

➔ Visa Expiry Date :

\*Authority to Enrol Code or AASES Code :

\*Authority to Enrol Start Date :  

\*Authority to Enrol Expiry Date :  

### What if a student changes from temporary to permanent resident status?

If a student was a temporary resident, and changes to permanent residency status, you need to change the Residency Status of the student in ERN. An active Residency Status in ERN is not able to be changed, so a new status must be created (see screen shot below). Rather than deleting a Residency Status in ERN, It is best practice to create a new entry. This ensures the residency status history is retained in ERN.

The screenshot shows the 'Student Residency' form. At the top, there is a table with the following data:

ATE Start Date	ATE Expiry Date	Residency Status	Active	Evidence
06/02/2018	18/12/2020	Temporary Visa Holder	Active	Given

Below the table, the 'Residency Status' field is highlighted with a red asterisk and a dropdown menu is open, showing 'TMP - Temporary Visa Holder - determined...'. The 'Create' button is visible below the dropdown.

\*Indicates mandatory field.

To create a new Residency Status in ERN, follow these steps:

1. Click on the *Residency Details* icon in the toolbar.



2. Click on the drop down list to select the correct new Residency Status.

The screenshot shows the 'Student Residency' form with the 'Residency Status' dropdown menu open. The table at the top has the following data:

ATE Start Date	ATE Expiry Date	Residency Status	Active	Evidence
14/02/2018	15/12/2023	Temporary Visa Holder	Active	Given

The dropdown menu for 'Residency Status' is open, showing several options. The 'PER - Permanent Resident - determined by...' option is highlighted with a blue arrow pointing to it.

\*Indicates mandatory field.

3. With the new Residency Status selected, click on Create.

The screenshot shows the 'Student Residency' form with the 'Residency Status' dropdown menu open. The table at the top has the following data:



ATE Start Date	ATE Expiry Date	Residency Status	Active	Evidence
14/02/2018	15/12/2023	Temporary Visa Holder	Active	Given

The dropdown menu for 'Residency Status' is open, showing the 'PER - Permanent Resident - determined by...' option selected. The 'Create' button is highlighted with a blue arrow pointing to it.

\*Indicates mandatory field.

## 4. Enter details for the new Residency Status

**Save Residency Status Details**

Date of Arrival in Australia (when born overseas) :   ← Evidence : 

\*Passport or Travel Documentation No :  ←

\*Country of Issue of Passport : XXX - Unknown/Not Provided ←


\*Current Visa Class : XXX - Unknown/Not Provided ← [Schedule of Visa Subclasses](#)

\*Current Visa Subclass : XXS - Unknown/Not Provided ←

Back Cancel Save Save & Exit

## 5. Click on Save &amp; Exit.

**Save Residency Status Details**

Date of Arrival in Australia (when born overseas) : 01/01/2017  Evidence : 

\*Passport or Travel Documentation No : 123456789

\*Country of Issue of Passport : GBR - United Kingdom

\*Current Visa Class : SN - Class SN (P) [Schedule of Visa Subclasses](#)

\*Current Visa Subclass : 190 - Skilled - Nominated

Back Cancel Save Save & Exit ←

**What if a student changes from temporary resident visa to another temporary resident visa?**

It is common for a temporary resident family in Australia to extend their stay and apply to the Department of Home Affairs for a permanent resident visa or another temporary resident visa. In cases where a student is granted a new temporary resident visa, the Temporary Residents Program will issue your school a new Authority to Enrol. The Authority to Enrol will contain the visa information you need to enter into ERN.

Rather than changing the existing Residency Status in ERN, it is best practice to create a new entry. This ensures the residency status history is retained in ERN. Please refer to the steps on the previous page to create a new Residency Status in ERN.

**What is the Authority to Enrol Code or AASES Code?**

The Authority to Enrol Code is alphanumeric code issued by the Temporary Residents Program and the International Student Program. The code is entered into ERN by school staff using the Authority to Enrol document.

The AASES Code is alphanumeric code issued by the Secondary Student Exchange Program. The code is entered into ERN by school staff using the AASES form.

**Do temporary residents in preschools require an ATE?**

The Department of Education operates 100 preschools within NSW government schools. The Temporary Residents Program does not administer the enrolment of temporary residents into Department of Education operated preschools. Temporary residents do not require an *Authority to Enrol* to enrol in a preschool. However, they do require an *Authority to Enrol* to enrol in kindergarten.

## **Glossary of terms**

### **Australian citizen**

A person may become an Australian citizen by being born in Australia to parents who are Australian citizens or permanent residents or may become an Australian when they make a successful application for citizenship.

### **Authority to Enrol (ATE)**

The *Authority to Enrol (ATE)* is a document issued by the Temporary Residents Program. The ATE authorises the enrolment of a temporary resident child into a NSW government school. A temporary resident student is not permitted to enrol in any NSW government school for any period unless an *Authority to Enrol* has been issued to the school by the Temporary Residents Program.

### **Community detention**

An alternative term for 'residence determination', which allows a person, who is required or permitted to be taken into immigration detention or who is in immigration detention, to reside in the community at a specified address and by certain conditions, instead of being detained at a place of immigration detention.

### **Department of Home Affairs**

The Department of Home Affairs is the Australian Government interior ministry with responsibilities for national security, law enforcement, emergency management, border control, immigration, refugees, citizenship, and multicultural affairs.

### **Multicultural Education**

Multicultural education provides programs promoting anti-racism and community harmony, intercultural understanding and positive relationships between students from all cultural backgrounds. It addresses the educational needs of specific groups of students from language backgrounds other than English and who have parents or carers who speak a language other than English at home.

### **ImmiCard**

An ImmiCard is an official, secure immigration credential that contains a photograph and personal details. ImmiCards contain a unique number linked to biometric and visa details in the Department of Home Affairs system.

### **Passport**

A document of identity issued to a person from an official source. The official source may be in or outside Australia.

### **Permanent resident**

A person who is permitted to remain in Australia indefinitely.

### **Refugee**

A person recognised as needing protection. According to the Refugee Convention, a refugee is someone who is outside their country and is unable or unwilling to go back because they have a well-founded fear of being persecuted because of their race, religion, nationality, political opinion or membership of a particular social group.

### **Resident determination**

An alternative term for 'community detention', which allows a person, who is required or permitted to be taken into immigration detention or who is in immigration detention, to reside in the community at a specified address and by certain conditions, instead of being detained at a place of immigration detention.

### **Temporary resident**

A person from overseas who enters Australia on a temporary basis for purposes that benefit Australia, such as tourism, study, work or other activities.

### **Visa**

A visa provides for the entry of a person from overseas to Australia on a temporary basis for a prescribed period or a permanent basis. The Australian Department of Home Affairs issues a visa for entry into Australia.

### **Visa class**

A visa class is a two (2) letter classification used by the Australian Department of Home Affairs. The visa class indicates the type of visa held by a person. The visa subclass schedule on the Temporary Residents Program website at [www.deinternational.nsw.edu.au/trp](http://www.deinternational.nsw.edu.au/trp) or by clicking [here](#) lists all current visa classes.

### **Visa subclass**

A visa subclass is a three (3) digit number used by the Australian Department of Home Affairs. The visa subclass indicates the type of visa held by a person. The visa subclass schedule on the Temporary Residents Program website at [www.deinternational.nsw.edu.au/trp](http://www.deinternational.nsw.edu.au/trp) or by clicking [here](#) lists all current visa subclasses.

## **Programs in the Department of Education International:**

### **International Student Program**

The International Student Program is part of the Department of Education International. The International Student Program provides advice and support for the enrolment of students who are the principal holder of a 500P international student visa. International students may apply to complete their secondary education in a NSW government school or up to two years of study in a primary school.

### **Secondary Student Exchange Program**

The Secondary Student Exchange Program is part of the Department of Education International. The Secondary Student Exchange Program in NSW is a state-specific reciprocal program whereby students from another country enrol 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 can enrol full-time, in a recognised course of study in an overseas country.

### **Study Abroad Program**

The Study Abroad Program is part of the Department of Education International. The Study Abroad Program provides advice and support for the enrolment of students who are the principal holder of a 500P international student visa. Study Abroad students may study in a NSW government school from 3-12 months.

### **Study Tours Program**

The Study Abroad Program is part of the Department of Education International. The Study Tours Program provides advice and support for student tour groups and adult tour groups visiting a NSW government school.

### **Temporary Residents Program**

The Temporary Residents Program is part of the Department of Education International. The Temporary Residents Program provides advice and support for the enrolment of temporary residents in NSW government schools. The program accepts enrolment in primary school and high school from Kindergarten to Year 12.

### **Need more information:**

For more information on programs in the Department of Education International, visit [www.deinternational.nsw.edu.au](http://www.deinternational.nsw.edu.au) or call 1300 300 229.