Enrolling students who have arrived from overseas

1. Ask for passport or travel documents and evidence of immunisation status. Travel documents include Immicards and Dept. of Immigration & Border Protection (DIBP) visa approval letters. All arrivals have access to the DIBP Visa Entitlement Verification Online (VEVO) website to download proof of visa status. Copy the front page of the passport/Immicard for school records. Note: There is now no evidence of date of arrival in travel documents. Request date of arrival in Australia at interview.

2. Check the student’s visa subclass (3 digit number) to determine if they are permanent or temporary residents. Clarify this status using the Schedule of Visa Subclasses and Conditions. If temporary residents, note from the Schedule if there are requirements to submit an Authority to Enrol and possibly pay an education fee prior to enrolment.

**Note**
- NZ Citizens and Norfolk Island residents may be enrolled in the same way as permanent residents.
- International students (571 visa subclass) must be enrolled through the International Students Centre (02 8298 4777).
- The school is not obliged to accept the enrolment of students on visitor/tourist visas or subclass 571 visas.

<table>
<thead>
<tr>
<th>Temporary Visa Holders requiring an Authority to Enrol and/or fee payment</th>
<th>Permanent Residents</th>
<th>Australian Citizens arriving from overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a copy of the Application for An Authority to Enrol for parents to complete. Complete Principal’s verification &amp; attach certified copies of passport/travel docs and visa. Parents mail all required documents and payment (if required) to the Temporary Residents Program at the address on the form. Applications for exemption from the fee may be possible. See the DEC International (Temporary Residents Program) website for more information and links to all forms.</td>
<td>Including Norfolk Island permanent residents and New Zealand citizens (NZ passport holders) Proceed to enrol student.</td>
<td>Confirm citizenship status and enrol directly. If born overseas – in the ERN Residency Details drop down box: choose AUCC1-C1 citizenship category and record date of arrival in Australia. <strong>If born in Australia but returning from 2 years or more overseas</strong> – in the ERN Residency Details drop down box: choose AUCC2-C2 citizenship category and record date of return to Australia.</td>
</tr>
</tbody>
</table>

**Language Background other than English (LBOTE)**

If the child or at least one parent speaks a language other than English in the home the child will automatically be classified as LBOTE and will appear in the Maintain EAL/D function of ERN. All LBOTE students must have their level (phase) of English Language Proficiency recorded in Maintain EAL/D. Teachers determine the phase of English Language Proficiency using the EAL/D Learning Progressions. Depending on level of English these students may be eligible for on-arrival EAL New Arrivals Program Teaching Support.