Guide for identification and enrolment procedures for temporary residents

When the prospective student arrives at your school for a pre enrolment interview, the parent must provide **passport** and **visa** documentation for the student. A student’s visa details may be printed in the form of a letter from the Department of Immigration and Border Protection or a printout from VEVO. Using the passport and visa details, school staff can determine the appropriate enrolment procedure for any student using the quick reference guide below.

- For more information on identifying citizenship status, please refer to the *Proof of Identity and Residency Status* policy document.
- For more information on temporary resident enrolment process, please refer to the *Enrolment of Non-Australian Citizens* policy document.

### The student is a temporary resident

- The student will have a 3 digit visa subclass number listed on their visa documentation.
- If visa subclass number is 571 or 500P contact International Students Program on 1300 300 229 (then option 2) to discuss enrolment of this student.
- All other visa subclass numbers are administered by the Temporary Residents Program. Call us on 1300 300 229 (then option 1) for any assistance.
- Temporary resident students can not commence attendance in school until an **Authority to Enrol** document is issued to your school.
- The *Visa Subclass Schedule* will explain if the student needs to apply to the Temporary Residents Program for an **Authority to Enrol**.
- The Visa Subclass Schedule is available on our website or by request to our office.
- The Temporary Residents Program **Application Form** and specific enrolment instructions are also available on our website or by request to our office.

**Temporary Residents Program**  **Telephone** on 1300 300 229  **Email** at tempvisa@det.nsw.edu.au  **Website** at www.internationalschool.edu.au/trp