



Temporary residents

# Application form for authority to enrol

## Contact details

Department of Education International

PO Box 15050  
City East, QLD 4002  
Australia

**Telephone (within Australia)** 1800 943 122  
**Telephone (outside Australia)** +61 7 3513 6983  
**Email** [Temporaryresidents@qed.qld.gov.au](mailto:Temporaryresidents@qed.qld.gov.au)  
**Website** [eqi.com.au/study-options/temporary-residents](http://eqi.com.au/study-options/temporary-residents)



**Queensland  
Government**  
Australia

# INSTRUCTIONS

## General information

The Department of Education International (DEi) charges fees for temporary resident visa holders (i.e. dependants of student visa holders, bridging visa holders and visitor visa holders) seeking to enrol in a Queensland state school.

Please complete this form if your child:

- holds or intends to apply for a temporary resident visa
- resides or intends to reside in Queensland with you
- is not the child of an Australian permanent resident or citizen

Tuition fees are charged, through DEi, unless a fee exemption applies.

Further information can be found at: <https://eqi.com.au/study-options/temporary-residents>

Please do not complete this form if:

- your child holds or intends to apply for a student visa of their own (complete the Education Queensland International (EQI) student application form available at [eqi.com.au/apply-now](https://eqi.com.au/apply-now))
- your child is a New Zealand citizen holding a visa subclass 444 and they reside in Queensland (please apply directly to your local state school, no fees apply)
- your child's visa does not or will not permit them to study in Australia.

## What happens next?

- You will receive an acknowledgement on receipt of this application.
- You will receive an invoice for the application fee and initial tuition fees (where tuition fees apply). These invoices must be paid in full in order for the application process to be finalised.
- If your application qualifies for a fee exemption, only tuition fees are exempted.
- Refer to <https://education.qld.gov.au/parents-and-carers/school-information/school-operations/visa-fee-exemptions> for further information.
- DEi will issue an Authority to Enrol letter, school notification form and tax receipt once the relevant payment is made.
- On arrival in Queensland, you are required to contact the school to make an appointment for an enrolment interview. Please take the temporary resident Authority to Enrol letter and the school notification form to your selected school. When you present for enrolment at a Queensland state school you will be required to provide enrolment information, along with all relevant documentation (i.e. passport, visa copies and proof of address).
- If the school enrolls your child, they will notify DEi of the student's commencement.

Please note, submitting an incomplete application may result in delays in processing.

DEi cannot guarantee your enrolment in a state school. For further information, please refer to the Department of Education's Enrolment in state primary, secondary and special schools procedure available at: <https://ppr.qed.qld.gov.au/category/schools-and-students>

## Privacy

Your personal information is collected on this form to assess your application for enrolment in a Queensland state school. The information you provide is recorded, used and disclosed for the purpose of assessing your application, to verify information you provide and to facilitate your enrolment in a Queensland state school. Your contact details are used to contact you regarding your application. The information will also be used and disclosed and exchanged with the school where your child will be enrolled.

If you provide details in section 3, DEi records, uses and discloses personal information collected on this form to communicate with the nominee regarding this application, as required. If your application is successful and your child is enrolled in a Queensland state school, personal information about you and your child, collected on this form and collected during your child's enrolment, regarding your child's education, accommodation, welfare, behaviour, school fees and any related issues will be disclosed to the nominee.

If DEi issues you with a temporary resident Authority to Enrol letter DEi may record, use and disclose your and your child's personal information for the purpose of assisting school staff dealing with your application for enrolment in a Queensland state school. If your enrolment is successful, DEi uses the information you provide to facilitate your ongoing enrolment.

DEi may disclose information about you to Commonwealth Government agencies including the department responsible for the *Migration Act 1958*. DEi may also record, use and disclose your personal information to third parties where authorised or required by law.

Students who are resident in the EU are required to complete a GDPR personal data collection and consent disclaimer which must accompany this application form.

Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact DEi or the school where your child is enrolled. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact DEi or the school where your child is enrolled.

All information contained in this publication is correct at the time of printing. Please ensure you complete the current version of the Temporary residents application form for authority to enrol available at [eqi.com.au/study-options/temporary-residents](https://eqi.com.au/study-options/temporary-residents).

DEi reserves the right to alter programs offered, entry requirements, policies and fees without prior notice.

Please check the EQI website for the most current information. © The State of Queensland (Department of Education) 2023

# Checklist for all applications

Please refer to the appropriate checklist below to ensure that you have provided all the required documentation.  
For documents that are not in English, please provide documents translated in English by a certified translator.

## Application checklist for student visa holders

Where the student is/will be listed as a dependant on visa subclass 500

All details on this application form are completed (excluding section 3)

Application form is signed by a parent/legal custodian

Copy of the parent/legal custodian's passport title page

Copy of the child's birth certificate

If the parent/legal custodian has adopted the child from a country which is party to the Hague Convention on Intercountry Adoption:

- an order or record granting the adoption; and
- an adoption compliance certificate that is in force for the adoption.

Copy of the child's passport title page

Parent's Confirmation/s of Enrolment

Evidence of parent's scholarship / sponsorship (if applicable), include all relevant documents

Visa Grant Notification letter

General Data Protection Board (GDPR) data collection and consent disclaimer (for students residing in the EU) - [eqi.com.au/study-options/temporary-residents](http://eqi.com.au/study-options/temporary-residents)

## Application checklist for bridging visa holders

For students holding visa subclass 010, 020, 030, 040, 041, 042, 050, 051, 060

All details on this application form are completed (excluding sections 3, 5 & 6)

Application form is signed by a parent/legal custodian

Copy of the parent/legal custodian's passport title page

Copy of the child's birth certificate

If the parent/legal custodian has adopted the child from a country which is party to the Hague Convention on Intercountry Adoption:

- an order or record granting the adoption; and
- an adoption compliance certificate that is in force for the adoption.

Copy of the child's passport title page

Bridging Visa Grant Notification Letter

Previous Visa Grant Notification Letter

GDPR data collection and consent disclaimer (for students residing in the EU) - [eqi.com.au/study-options/temporary-residents](http://eqi.com.au/study-options/temporary-residents)

## Application checklist for visitor visa holders

For students holding visa subclass 600, 601, 602 (issued to adult/parent), 651

All details on this application form are completed (excluding sections 5 & 6)

Application form is signed by a parent/legal custodian

If a parent/legal custodian is accompanying the child, a copy of the parent/legal custodian's passport title page

Evidence of relationship between the child and the accompanying relative if other than parent (e.g. birth certificates, family register, etc).

Copy of the child's passport title page

Visa Grant Notification Letter

School acceptance letter/email (mandatory)

GDPR data collection and consent disclaimer (for students residing in the EU) - [eqi.com.au/study-options/temporary-residents](http://eqi.com.au/study-options/temporary-residents)

## SUBMIT YOUR COMPLETED APPLICATION FORM TO

DE International  
PO Box 15050  
City East Qld 4002  
Australia

Inquiries can be directed to:

Within Australia: 1800 943 122  
Outside Australia: +61 7 3513 6983  
Email: [Temporaryresidents@qed.qld.gov.au](mailto:Temporaryresidents@qed.qld.gov.au)  
Website: [eqi.com.au/study-options/temporary-residents](http://eqi.com.au/study-options/temporary-residents)

## 1. STUDENT DETAILS

Full name <small>as per passport</small>					Date of birth <small>DD / MM / YYYY</small>
Preferred name					
Gender	Male	Female	Country of birth		Mobile phone
Home address					Home phone <small>If applicable</small>
City			State/Province		Postcode/Zip
Country				Email	
Passport number				Passport expiry date <small>DD / MM / YYYY</small>	
Visa subclass				Visa expiry date <small>DD / MM / YYYY</small>	
Language/s spoken other than English at home			No, English only	Yes, other please specify	

## 2. PARENT/LEGAL CUSTODIAN DETAILS

### Parent/legal custodian 1

Full name					Relationship to student
Mobile phone				Home phone <small>If applicable</small>	
Home address <small>If different to student details above</small>					
City			State/Province		Postcode / Zip
Country				Email	
Passport number				Passport expiry date <small>DD / MM / YYYY</small>	
Visa subclass				Visa expiry date <small>DD / MM / YYYY</small>	

### Parent/legal custodian 2

Full name					Relationship to student
Mobile phone				Home phone <small>If applicable</small>	
Home address <small>If different to student details above</small>					
City			State/Province		Postcode / Zip
Country				Email	
Passport number				Passport expiry date <small>DD / MM / YYYY</small>	
Visa subclass				Visa expiry date <small>DD / MM / YYYY</small>	

## 3. RESPONSIBLE NOMINEE

If your child is on a visitor visa and will not be living with you, please complete details for the person who is responsible for the accommodation, support and general welfare of your child while in Australia.

Full name					
Mobile phone				Home phone <small>If applicable</small>	
Home address					
City			State/Province		Postcode/Zip
Email					



## 8. TUITION FEES

For current tuition fees, please refer to <https://eqi.com.au/study-options/temporary-residents>.

An application fee per student applies to all temporary resident applications submitted to DEi. **Note:** Tuition fees must be paid in advance and are calculated based on the number of weeks of the enrolment (enrolment for part of a week incurs the charge for a full week). Fees are paid whether or not the student actually attends school during the period of enrolment.

## 9. DECLARATION

### PARENT/LEGAL CUSTODIAN DECLARATION, ACKNOWLEDGEMENT AND CONSENT

- I understand that this application cannot be assessed unless all the relevant sections of this form are completed, all required documents are supplied and the application fee is paid.
- I declare that the information given in this application form is complete, true and correct.
- I understand that providing false or misleading information, or non-disclosure of relevant information, may result in cancellation of the student's enrolment.
- I agree that if any of the information on this form changes, I will provide updated information to DEi as soon as possible and within 7 days.
- I understand that DEi cannot guarantee that I will be enrolled in a Queensland state school and there is no guarantee that this application will be successful.
- I consent to all written communication (including agreements, notices, invoices and other documents) being sent by email to the email addresses provided in sections 1 and 2.
- I agree to DEi and the school sending me SMS text messages where my permission is requested in relation to the student.
- I consent to the recording, use and disclosure of my information as outlined in the privacy statement on page 2.
- I acknowledge that by signing and submitting this application form, I am agreeing to be bound by the Terms and Conditions found on the website: <https://eqi.com.au/study-options/temporary-residents>

Student's signature\*

Date  
DD / MM / YYYY

Parent 1 signature\*\*

Parent 1 full name

Date  
DD / MM / YYYY

Relationship to the student

Mother

Father

Legal custodian

Parent 2 signature\*\*

Parent 2 full name

Date  
DD / MM / YYYY

Relationship to the student

Mother

Father

Legal custodian

\*Primary school applicants are not required to sign this form.

\*\*Printed or typed names will not be accepted as signatures. Hand written signatures must be provided.