



# Temporary Residents Admissions Centre Application for authority to enrol form

## Contact Details

### Temporary Residents Admissions Centre

PO Box 15050  
City East, QLD 4002  
Australia

**Telephone (within Australia)** 1800 316 540  
**Telephone (outside Australia)** +61 7 3513 5301  
**Email** EQInternational@qed.qld.gov.au  
**Website** eqi.com.au



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# INSTRUCTIONS

## General information

The Department of Education's (DoE) Temporary Residents Admissions Centre (TRAC) charges fees for temporary resident visa holders (dependants, bridging, visitor) seeking to enrol in Queensland state schools.

Please complete this form if your child:

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

Tuition fees are charged, through TRAC, unless a fee exemption applies or a fee waiver is granted. Further information is available 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 EQI student application form available at [eqi.com.au](https://eqi.com.au))
- 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?

A completed application (with all required documents supplied and application fee paid) is assessed by TRAC. For more information refer to <https://eqi.com.au/PDFs/trac-application-process.pdf>. If your application is successful you will receive a TRAC application acceptance email. Take this email to your local Queensland state school. The principal will assess your application. Whether or not your child is enrolled at a particular state school depends on a number of factors, including where you live in Queensland. TRAC cannot guarantee your enrolment in a particular state school. For further information please refer to the DoE procedure [Enrolment in State Primary, Secondary and Special Schools](http://ppr.det.qld.gov.au/) available at: <http://ppr.det.qld.gov.au/>.

## Privacy

Your personal information is collected on this form so that we can assess your application to TRAC. The information you provide is recorded, used and disclosed for the purpose of assessing your application and to verify information you provide. Your contact details are used to contact you regarding your application.

If you provide details in section 3, we record, use and disclose 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, health, welfare, behaviour, school fees and any related issues will be disclosed to the nominee.

If we issue you with a TRAC application acceptance email we 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 TRAC use the information you provide to facilitate your ongoing enrolment.

TRAC may disclose information about you to Commonwealth Government agencies including the department responsible for the *Migration Act 1958*. EQI may also record, use and disclose your personal information as otherwise permitted or required by law.

# Checklist for all applications

Please refer to the appropriate checklist below to ensure that you have provided all the required documentation. Submitting an incomplete application may result in delays in processing. You will receive advice via your nominated email address, once your application has been processed.

## Application checklist for dependants of international students

Where the student is/will be listed as a dependant on visa subclass 500, 570, 572, 573, 574, 575, 576

- 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 (translated into English by a certified translator)
- Copy of the child's passport title page (translated into English by a certified translator)
- Copy of parent's Confirmation/s of Enrolment (CoE/s)
- Evidence of parent's scholarship / sponsorship (if applicable), include all relevant documents
- Copy of eVisa/Visa Grant Notification Letter
- TRAC school acceptance form (if available)

## 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 guardian
- Copy of the parent/legal custodian's passport title page (translated into English by a certified translator)
- Copy of the child's passport title page (translated into English by a certified translator)
- Bridging eVisa/Visa Grant Notification Letter
- Copy of previous Visa
- TRAC school acceptance form (if available)

## Application checklist for visitor visa holders

For students holding visa subclass 456, 600, 601, 602, 651, 676, 679, 686, 976, 977

- 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 (translated into English by a certified English translator)
- Copy of the child's passport title page (translated into English by a certified translator)
- Copy of eVisa/Visa Grant Notification Letter
- TRAC school acceptance form (if available)

Email the completed application form together with the relevant accompanying documentation to [EQInternational@qed.qld.gov.au](mailto:EQInternational@qed.qld.gov.au)

## 1. STUDENT DETAILS

Full name <small>as per passport</small>	<input type="text"/>				
Preferred name	<input type="text"/>	Date of Birth <small>DD / MM / YYYY</small>	<input type="text"/>		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Country of birth	<input type="text"/>		
Home address	<input type="text"/>		Home phone <small>If applicable</small>	<input type="text"/>	
City	<input type="text"/>	State/Province	<input type="text"/>	Mobile phone	<input type="text"/>
Country	<input type="text"/>	Email	<input type="text"/>		
Passport number	<input type="text"/>	Passport expire date <small>DD / MM / YYYY</small>	<input type="text"/>		
Visa subclass	<input type="text"/>	Visa expire date <small>DD / MM / YYYY</small>	<input type="text"/>		

## 2. PARENT/LEGAL CUSTODIAN DETAILS

### Parent/legal custodian 1

Full name	<input type="text"/>	Relationship to student	<input type="text"/>		
Mobile phone	<input type="text"/>	Home phone <small>If applicable</small>	<input type="text"/>		
Home Address <small>If different to student details above</small>	<input type="text"/>				
City	<input type="text"/>	State/Province	<input type="text"/>	Postcode / Zip	<input type="text"/>
Country	<input type="text"/>	Email	<input type="text"/>		
Passport number	<input type="text"/>	Passport expire date <small>DD / MM / YYYY</small>	<input type="text"/>		
Visa subclass	<input type="text"/>	Visa expire date <small>DD / MM / YYYY</small>	<input type="text"/>		

### Parent/legal custodian 2

Full name	<input type="text"/>	Relationship to student	<input type="text"/>		
Mobile phone	<input type="text"/>	Home phone <small>If applicable</small>	<input type="text"/>		
Home Address <small>If different to student details above</small>	<input type="text"/>				
City	<input type="text"/>	State/Province	<input type="text"/>	Postcode / Zip	<input type="text"/>
Country	<input type="text"/>	Email	<input type="text"/>		

## 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	<input type="text"/>				
Mobile phone	<input type="text"/>	Home phone <small>If applicable</small>	<input type="text"/>		
Home Address	<input type="text"/>				
City	<input type="text"/>	State/Province	<input type="text"/>	Postcode/Zip	<input type="text"/>
Email	<input type="text"/>				

## 4. STUDENT SCHOOL SELECTION

In which year would you like to start your studies?

Please select the program/s you wish to join and indicate the proposed duration of study and year level:

### Primary School Program

Entry Year level  Prep  Year 1  Year 2  Year 3  Year 4  Year 5  Year 6

### High School Program

Entry Year level  Year 7  Year 8  Year 9  Year 10  Year 11  Year 12

School name

Has the school provided a TRAC school acceptance form? Yes  No  If yes, please attach.

Expected start date  DD / MM / YYYY Expected end date  DD / MM / YYYY

**Visitor visa:** enrolment will be for a minimum of two weeks and will not exceed the period the applicant is entitled to study in Australia, as per the condition of their visa. Once your initial application is processed by TRAC, extensions are only considered in extenuating circumstances.

**Bridging or dependant visa:** the period of enrolment is determined by reference to the period of the visa and any relevant visa conditions.

## 5. PARENT'S COURSE ENROLMENT DETAILS (please provide a COE for each course listed) (Only for dependants of student visa holders)

Education provider	Name of course	Course start date	Course end date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If insufficient space provided, please attached a separate sheet.

## 6. PARENT'S SCHOLARSHIP/SPONSORSHIP DETAILS (Only for dependants of student visa holders)

Have you been awarded a full scholarship? Yes  No  If yes, please provide details

Name of scholarship

Name of sponsor  Dates of sponsorship

## 7. TUITION FEES

For current tuition fees please refer to <http://www.eqj.com.au/pdfs/trac-fee-structure-and-exemptions.pdf>

An application fee per student applies to all applications submitted to TRAC. **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 during the period of enrolment.

## 8. QUEENSLAND STATE SCHOOL TERM DATES

The Department of Education sets the term and school holiday dates for all Queensland state schools. For current school term dates please refer to [http://education.qld.gov.au/public\\_media/calendar/holidays.html](http://education.qld.gov.au/public_media/calendar/holidays.html)

## 9. DECLARATION

### PARENT/LEGAL CUSTODIAN DECLARATION and ACKNOWLEDGEMENT

- 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 TRAC as soon as possible and within 7 days.
- I understand that EQJ cannot guarantee that I will be enrolled in my preferred school/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 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, we are agreeing to be bound by the Terms and Conditions: <https://eqj.com.au/pdfs/trac-terms-and-conditions.pdf>

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

## 10. SUBMIT YOUR COMPLETED APPLICATION FORM TO

Temporary Residents Admission Centre  
PO Box 15050  
City East Qld 4002  
Australia  
Email: EQInternational@qed.qld.gov.au

Inquiries can be directed to:

Temporary Residents Admissions Centre  
Within Australia: 1800 316 540  
Outside Australia: +61 7 3513 5301  
Email: EQInternational@qed.qld.gov.au  
Website: eqi.com.au

### What happens next?

- Submitting an incomplete application may result in delays in processing.
- You will receive an acknowledgement on receipt of this application form.
- You will receive an invoice containing the application fee and initial tuition fees. This invoice 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 <http://education.qld.gov.au/schools/schooloperations/fee-exemptions.html> for further information.
- TRAC will issue an Application acceptance email, School acceptance 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 TRAC application acceptance email and the School acceptance form to your selected school along with all relevant documentation (i.e. passport, visa copies and proof of address).
- If the school enrolls your child they will notify EQI of the student's commencement.