

# TEMPORARY APPLICATION FORM

VICTORIAN GOVERNMENT SCHOOLS  
INTERNATIONAL STUDENT PROGRAM  
Department of Education



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Authorised by the Department of Education,  
2 Treasury Place, East Melbourne, Victoria, 3002.

This document is also available on the internet at  
[www.study.vic.gov.au](http://www.study.vic.gov.au)

## **International Education Division**

Department of Education

GPO Box 4367,  
Melbourne Victoria 3001, Australia

Level 28, 80 Collins Street, Melbourne, Victoria  
3000, Australia

Email: [international@education.vic.gov.au](mailto:international@education.vic.gov.au)

Web: [www.study.vic.gov.au](http://www.study.vic.gov.au)

# TEMPORARY INTERNATIONAL STUDENT APPLICATION FORM

This application form is for students on a:

1. Tourist Visa and who want to study in Victoria for 8 to 12 weeks.

OR

2. Bridging Visa and are waiting for a substantive visa decision.

## Apply online

You can also lodge your application via our online portal. Please access it at [www.study.vic.gov.au](http://www.study.vic.gov.au). Benefits include faster processing of applications, saving and resuming applications at any time and creating and managing multiple applications in one online system.

## Instructions

Please answer all questions in all sections. Write clearly in black ink using BLOCK LETTERS and tick boxes where appropriate. We cannot assess your application if it is incomplete or unreadable.

## ACRONYMS

COP	Confirmation of Placement
DE	Department of Education, Victoria
ISP	International Student Program

Agent = Education agent.

## Application Process

### Step 1: Gather information

Visit [www.study.vic.gov.au](http://www.study.vic.gov.au) or contact our office for information on enrolment and studying at a Victorian government school. A DE accredited education agent can also assist you with selecting a school and lodging your application to find a DE accredited education agent, visit [www.study.vic.gov.au/en/search/agents](http://www.study.vic.gov.au/en/search/agents).

### Step 2: Apply for school enrolment

Complete this application form and return it with the required documents to the International Education Division (IED) or a DE accredited education agent.

Please refer to the checklist on page 9 for a list of all required documents.

### Step 3: Application assessment

Applications received are assessed to determine whether a student meets the entry requirements to study in a Victorian government school. Application assessment cannot commence until all required documents are received. To avoid unnecessary delays, be sure applications are signed and include all the required supporting documents.

### Step 4: Letter of Offer and Written Agreement

Successful applicants will receive a Letter of Offer and Written Agreement to review.

### Step 5: Sign Written Agreement

Return a copy of the Letter of Offer and Written Agreement signed by the parents / legal guardian (and the student if aged 18 years and over) by the due date.

### Step 6: Receive an invoice

After submitting your signed Written Agreement, you will be sent an invoice.

### Step 7: Pay your invoice

Please pay your invoice by the due date to secure your place in a Victorian government school.

### Step 8: Receive your Confirmation of Placement (CoP) Letter

Following acceptance and invoice payment you will receive a CoP Letter.

# TEMPORARY INTERNATIONAL STUDENT APPLICATION FORM

## Enrolment and Fee Payment

- All fees specified by the IED, Department of Education (DE) must be paid in full before the student can commence.
- Fees are payable to the DE by BPAY, Electronic Funds Transfer or credit card within Australia, and credit card or telegraphic transfer from overseas.
- The IED is not responsible for monies paid to an agent or other third party by the student, parent or legal guardian.
- Further information on fees can be found in the written agreement, see: [www.study.vic.gov.au](http://www.study.vic.gov.au)

## Application Fee - non refundable

You will receive an invoice including the \$302 application fee following lodgement of this form. The application fee is non-refundable.

## Tuition Fees

Tuition fees do not cover books, uniforms, stationery, school excursions or camps.

To calculate fees payable:

1. Decide the dates that you want to start and finish studying in Victoria
2. Note the term dates on page 3 and calculate how many weeks this will be
3. Using the 'Weeks' column in the Tuition Fee table at [www.study.vic.gov.au](http://www.study.vic.gov.au), determine the number of weeks you will be at school during the school term
4. Identify the relevant study column (Primary, Junior Secondary or Senior Secondary).

## School Term and Application Dates

Please refer to [application types](#) for school term and application dates.

# VICTORIAN GOVERNMENT SCHOOLS TEMPORARY INTERNATIONAL STUDENT APPLICATION

Please keep a copy of this application for your own record and subsequent enquiry.

## 1. Student Details

Family name:

Given name:

Date of birth:

D

D

M

M

Y

Y

Y

Y

Gender:

Male

Female

Nationality on passport:

Country of birth:

In which country will you be applying for your visa?

Passport number:

Expiry date:

D

D

M

M

Y

Y

Y

Y

## 2. Contact Details

It is compulsory to complete these details.

- Please note a legal guardian in relation to a child refers to having the right to the daily care and control of the child and the right to make decisions for that child
- Please include the contact details of the adult/s to contact with regard to the payment of all fees and in the event of any student emergencies.

Father's/Legal guardian's\* family name:

Father's/Legal guardian's\* given name:

Mother's/Legal guardian's\* family name:

Mother's/Legal guardian's\* given name:

Family contact number: (include country and area codes)

Family email address:

Street Address:

City:

State/Province:

Postcode/Zip:

Country:

Phone (include country and area codes):

# VICTORIAN GOVERNMENT SCHOOLS TEMPORARY INTERNATIONAL STUDENT APPLICATION

## 3. Accommodation Details in Victoria

Please indicate who the student will live with:  Parent  Relative

Family name:

Given name:

Relationship to student:

Street Address:

City:

State:

Postcode:

Phone:

Mobile:

Email:

## 4. Sibling Details

Does the student have a brother or sister currently enrolled at a Victorian government school?  Yes  No

If yes, which school are they attending?

Sibling name 1:

Sibling student ID number:

Sibling name 2:

Sibling student ID number:

Sibling name 3:

Sibling student ID number:

Sibling name 4:

Sibling student ID number:

## 5. Study Plan

Name of school:

Grade/Year level:

Commencement date:

D D M M Y Y Y Y

End date:

D D M M Y Y Y Y

## 6. School Preferences

Please refer to [www.study.vic.gov.au](http://www.study.vic.gov.au) for a full list of Victorian government schools.

The IED is able to offer enrolment based on the availability of places in a particular grade or year level in each school. To assist in the placement of the student in a suitable school, please provide a list of preferred schools and subjects:

**Preferred schools:**

•

•

•

•

•

**Preferred subjects**

**(Year 11 students must complete this section):**

• English/EAL

•

•

•

•

## 7. Special Circumstances

The more information you provide will ensure that the student is placed in a school with the most appropriate support according to their needs.

Has the student been diagnosed with a medical condition that a doctor should be aware of? If so, please provide details:

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Does the student have any special learning needs which the school needs to be aware of? If so, please provide details:

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## 8. Primary School Enrolment Immunisation Requirements

It is a legal requirement under Victoria's *Public Health and Wellbeing Act 2008* for parents to provide an immunisation status certificate to the primary school at the time of enrolment.

For more information about how to obtain an immunisation status certificate, please refer to the Department of Health website located at the following link: [www.betterhealth.vic.gov.au/health/healthyliving/immunisation-status-certificates](http://www.betterhealth.vic.gov.au/health/healthyliving/immunisation-status-certificates)

## 9. Checklist

The application process will not commence until the application form is complete and all necessary supporting documentation is provided to the IED of DE.

Copies of the following original documents must be provided:

- in the original language
- translated into English
- certified as true copies of the original documents by an authorised person of the country concerned.

Copy of original document	English translation	Certified as true copies of original	Document
n/a	<input type="checkbox"/>	<input type="checkbox"/>	Birth certificate OR passport page
<input type="checkbox"/>	n/a	n/a	Evidence of visa (if available)
n/a	<input type="checkbox"/>	<input type="checkbox"/>	Proof of medical conditions and special learning needs (if applicable)

# VICTORIAN GOVERNMENT SCHOOLS TEMPORARY INTERNATIONAL STUDENT APPLICATION

## 10. Preferred Correspondence

Please complete ONE of the following options.

### DE Accredited Education Agent Details

Company name:

Contact person:

Email:

Visit [www.study.vic.gov.au/en/brochures-and-forms/Pages/BrochureForms.aspx](http://www.study.vic.gov.au/en/brochures-and-forms/Pages/BrochureForms.aspx) for a list of DE accredited education agents.

OR

### Family/other (to be completed if not using a DE accredited education agent)

Name:

Street address:

City:

State/Province:

Postcode/Zip:

Country:

Phone:

Mobile:

Email:



# VICTORIAN GOVERNMENT SCHOOLS TEMPORARY INTERNATIONAL STUDENT APPLICATION

## 11. Declaration and Agreement

This information MUST be provided otherwise there may be delays with the processing of the application.

**I, the parent or Legal Guardian of the student nominated on this application form, declare that:**

- I have read (and/or had explained to me), understand and accept the terms and conditions of enrolment in this application form
- I have read (and/or had explained to me), understand and accept key policies outlined in this application form
- I understand that the application fee (and School Transfer fee, if applicable) are not refundable
- I understand that the refund of paid tuition and other fees are subject to the Department of Education's refund policy. I understand that any refund of paid tuition and other fees are subject to the Department of Education's refund policy as amended from time to time
- by signing this application form for your child to study in a Victorian government primary school, you are agreeing to provide an immunisation status certificate to the primary school. It is recommended that you provide the immunisation status certificate to the primary school following the completion of this application form and your arrival in Australia, but before your child attends the primary school
- the information provided in this application is correct and complete, the relevant documents are attached and that the information in the attached documentation provided is true and correct
- I understand that I must declare to the Department of Education any disability or medical condition that the student may have
- I understand that the Department of Education has the right to reject this application.

**Parent's/Legal Guardian's name:**

Date:

D

D

M

M

Y

Y

Y

Y

**Parent's/Legal  
Guardian's  
Signature:**

**OR**

**I, the DE accredited education agent (if agent representation has been appointed) representing the student nominated on this application form declare that:**

- the information provided in this application is correct
- the parent has read and/or I have explained all the terms and conditions outlined in this application form
- I have explained to the parent the conditions of the Department of Education's refund policy AND explained that the application fee and School Transfer fee are not refundable
- I understand that the Department of Education has the right to reject this application.

**Agent's name:**

Date:

D

D

M

M

Y

Y

Y

Y

**Agent's  
signature**

**Please keep a copy of this application for your own record and subsequent enquiry.**

