



International Student Enrolment Process

If you are from overseas, depending on your visa, it can take up to 6-weeks to be enrolled at a school. This enrolment guide translated into your language may be able to assist in understanding the process. (Please note it is translated automatically)

Enrolment Steps

Complete	Step
	1. Check Visa code to determine if student needs to be approved by International Education Division – via the Victorian International Student Program Website: 400, 417, 500 – Higher Education, 500- Vocational, 590, 600, 676, 870 OR 500 Post-graduate research, NZ Citizen, Australian PR visa Can enroll directly with a Government School
Fee Paying International Students Process	
	2. Contact IED – +61 3 7022 1000 https://www.study.vic.gov.au/en/how-to-apply/Pages/default.aspx
	3. Provide all necessary documentation to IED including your preferred school.
	4. IED processes application send request to place to school
	5. School accepts request (if in enrolment zone), school may reject placement request if students is out of zone and classes are full and notified IED. Check https://www.findmyschool.vic.gov.au
	6. IED send 'Letter of Offer' to family to be placed at the school
	7. Family accepts offer and notifies IED
	8. IED generates invoice and sends to family
	9. Family pays invoice
	10. IED received payment and generates "Confirmation of School Placement" letter for parents. (Note: Students may be placed by the IED in a lower grade than age appropriate for language purposes, but not higher.)
	11. Parent receives "Confirmation of School Placement" letter
	12. Parent contacts school to book an enrolment interview time - https://forms.gle/tmCwCDBHLkxoGjrJA
	13. Parent confirms enrolment interview time with the school, and collects enrolment pack with all information about the school and documents needed for enrolment and completes these at home
	14. Parent brings "Confirmation of School Placement" and all other documentation to the school for the interview
	15. Principal/Assistant Principal meets the family for an interview and tour and confirmation of start date
	16. Front office processes enrolment papers, notifies teachers, selects a class for the student to be in, enters details on computer (1-day)
	17. Students starts at the school (on the following school day)
	18. Parent and student undertake induction with assistant principal

