



Languages Enrolment 2019 – Checklist

Overall	
Application form for enrolment in 2019 is used	
Section 1 Student information	
Language course applied for indicated	
SCSA Student Identification Number entered	
Email address entered	
Place/country of birth entered	
Date of arrival and age on arrival in Australia entered (if born overseas)	
Section 2 School information	
Name of the school and school code entered	
Name of language teacher or school contact for enquires entered	
Email address and telephone number of teacher/school contact entered	
Section 3 Information related to enrolment criteria	
In 3.1.1 all cells in the table from pre-primary to the present year completed	
In 3.1.4 Yes or No box ticked	
In 3.1.4 all details in the table entered (if Yes box ticked)	
In 3.2.1 column 2 of table completed for all years from birth	
In 3.2.1 relevant cells in column 3 and corresponding cells in columns 4 and 5 completed (if required)	
In 3.3.1 questions 1 and 2 completed	
In 3.3.2 one tick entered in each row of the frequency of language use table	
In 3.3.2 details of language use outlined (if required)	
Section 4 Student declaration and parent/guardian acknowledgement	
Name and address of person (the student) making the declaration entered	
Declaration signed by the person (the student) making the declaration	
Place and date on which the declaration is witnessed entered	
Declaration signed by authorised witness	
Qualification of witness entered	
Witness authorised to sign (check list of authorised witnesses available on the Authority website)	
Parent/guardian acknowledgment name and parent contact email entered, signed and dated	
Section 5 Teacher and Principal declarations	
One box ticked in teacher declaration	
Teacher declaration name entered, signed and dated	
Principal declaration name entered, signed and dated	
Copies of the following documents attached	
A copy of the complete Year 10 Semester 1 report (all subjects)	
A copy of all school reports from school/s attended overseas where the language of instruction at the school/s is the language being applied for, or, where the student studied the language being applied for	
Photocopy of passport page showing name, place of birth and nationality (if required)	
Photocopy of passport page authenticating date of arrival into Australia as a resident (if not born in Australia)	
International Movement Records (if required)	
School enrolment form	
MCEETYA data collection form (if the school enrolment form does not show language spoken at home)	

Please note:

1. If the student has attended one or more schools overseas where the language of instruction at the school is the language being applied for, or, if the student studied the language being applied for, then reports from these schools must be submitted with the application.
2. If the student has resided in, and/or travelled to, a country or place where the language they are applying for is used for communication, the passport page showing the student's name, place of birth and nationality must be submitted with the application.
3. If the student was born overseas they must provide the passport page authenticating the date of entry into Australia as a resident.
Should the passport not be accessible, the student is required to request an International Movement Records (IMR) document, available from the Department of Immigration and Border Protection. The *Request for international movement records* form includes instructions for submission and is available at:
<https://www.border.gov.au/Forms/Documents/1359.pdf>
4. If the student has visited or had in-country experience in a country where the language they are applying for is a language of communication, they are to indicate this in Column 3 of Table 3.2.1 and also to complete columns 4 and 5. Travel to other places is not required in this table. Should a student, in one year, have lived in more than one country this must be indicated in Column 2, e.g. Australia (3 months)/Malaysia (9 months).
5. The statutory declaration can be witnessed by the student's language teacher or by the student's parent providing they hold one of the recognised qualifications.