



### Languages Enrolment 2021 – Checklist

<b>Overall</b>	
Application for permission to enrol in a WACE language course in 2021 is used	
<b>Section 1 Student information</b>	
Language course applied for indicated	
WA student number (WASN) entered	
Email address entered	
Place/country of birth entered	
Date of arrival and age on arrival in Australia entered (if born overseas)	
<b>Section 2 School information</b>	
Name of the school and school code entered	
Name of language teacher or school contact for enquiries entered	
Email address and telephone number of teacher/school contact entered	
<b>Section 3 Information related to enrolment criteria</b>	
In 3.1.1 all cells in the table from Pre-primary to the present year completed	
In 3.2.1 Column 2 of the table completed for all years <b>from birth</b>	
In 3.2.1 relevant cells in Column 3 and corresponding cells in Columns 4 and 5 completed (if required)	
In 3.3.1 Statements 1 – 6 completed, including information about the frequency of language use (when required)	
In 3.3.2 Yes or No box ticked and all details in the table entered (if Yes box ticked)	
<b>Section 4 Student declaration and parent/guardian/carer acknowledgement</b>	
Name and address of the 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 (checklist of authorised witnesses available on the Authority website)	
Parent/guardian/carer acknowledgment name, contact email and current residential address entered, signed and dated	
<b>Section 5 Teacher and Principal declarations</b>	
One box ticked in teacher declaration	
Teacher declaration name entered, signed and dated	
Principal declaration name entered, signed and dated	
<b>Copies of the following documents attached</b>	
A copy of the complete Year 10 Semester 1 school report (all subjects) or Year 9, if Year 10 not available	
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 in 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)	

**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.  
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).
4. 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.