



## Student checklist for online WACE language applications

Use this checklist to make sure that you have everything you need before you start your application. To complete your online application, you will need to use a computer, either at home or at school. If you have any questions, ask your parent/s or guardian/s or your language teacher to help you.

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### Logging in to the student portal

To log in to the student portal, you will need your **WA student number**, which you will find on your school report/s. It may also be on your SmartRider. You will need a **personal email address** and must be able to access your personal email account when you complete your online application.

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### Educational information

Make sure you have:

- details of the schools you attended for each school year from Pre-primary:
  - name of the school
  - main language used for instruction at the school
  - language/s studied
  - hours of language study per week
- school report/s for years where you attended school/s overseas

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### Residential information

You will need to provide the following details:

- countries you have lived in
- countries you have visited
- reason/s for in-country visit/s
- length of in-country visit/s

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### Linguistic background

You will need to provide the following details:

- the first language/s you learned to speak
- other language/s you can speak, read and write
- the language/s you speak with your parent/s or guardian/s and with your siblings and friends

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### Supporting documents

You will need to photograph or scan the following documents:

- parent/guardian acknowledgement form (mandatory)
- passport identification page, if applicable
- international movement record/s, if applicable
- overseas school report/s, if applicable

Save the supporting documents to your computer or mobile device as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. You will not be able to upload **Word** documents.