



Student checklist for online WACE language applications

Use this checklist to get everything ready before you start your application. If you have any questions, ask your parent/s or guardian/s, your language teacher, or you can email languagenrolment@scsa.wa.edu.au.

1

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.

2

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 outside Australia

3

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

4

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

5

Supporting documents

Photograph or scan the following documents:

- completed parent/guardian acknowledgement form – mandatory
- passport identification page – if you were born in another country or have lived outside Australia
- school report/s – if you have attended school/s outside Australia
- international movement record/s – if you have lived in or travelled to a country where the language for which you are applying is spoken

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**. Word documents will **not** be accepted.