ENROLMENT DOCUMENTATION CHECK LIST

As a prerequisite of Federal Government funding copies of the following documents must be returned with the completed College’s Enrolment Form. The documentation will be part of the student’s file. Please complete the section that is relevant to you and forward the necessary documentation with your Enrolment Form.

*Please tick the appropriate box*

Section 1. Children whose parents were born in Australia please provide the following:
- [ ] A copy of the child’s original birth certificate (not extract)
- [ ] Most recent immunisation records
- [ ] Most recent Naplan results
- [ ] Most recent school report

Section 2. Children born overseas BUT with parents born in Australia please provide the following:
- [ ] A copy of the child’s original birth certificate (not extract)
- [ ] Most recent immunisation records
- [ ] Most recent Naplan results
- [ ] Most recent school report
- [ ] A copy of Australian citizenship
- [ ] A copy of child’s passport

Section 3. Children whose parents were born overseas BUT child was born in Australia please provide the following:
- [ ] A copy of the child’s original birth certificate (not extract)
- [ ] Most recent immunisation records
- [ ] Most recent Naplan results
- [ ] Most recent school report
- [ ] A copy of Australian citizenship
- [ ] A copy of child’s passport
- [ ] A copy of parent’s visa
- [ ] A copy of parent’s passport
- [ ] If visa number is not visible in passport then a visa label must be provided

Section 4. Children who were born overseas, parent born overseas but are now a permanent resident with citizenship.
- [ ] A copy of the child’s original birth certificate (not extract)
- [ ] Most recent immunisation records
- [ ] Most recent Naplan results
- [ ] Most recent school report
- [ ] A copy of Australian citizenship
- [ ] A copy of child’s passport
- [ ] A copy of parent’s visa
- [ ] A copy of parent’s passport
- [ ] If visa number is not visible in passport then a visa label must be provided

Section 5. A full fee paying overseas student
- [ ] A copy of the child’s original birth certificate (not extract) copy translated into English
- [ ] Most recent immunisation records
- [ ] Most recent Naplan results (if applicable)
- [ ] Most recent school report
- [ ] A copy of child’s passport
- [ ] A copy of child’s visa
- [ ] A copy of the confirmation of enrolment - provided by the College
- [ ] A copy of the student welfare letter
- [ ] If visa number is not visible in passport then a visa label must be provided