

# Frequently Asked Questions -

## Application Process and Written Entry Requirements

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Department of  
Education and Training

### *National Code Standard 2*

- 1) An application form (or clear explanation) of how to apply for enrolment needs to be publicly available to potential applicants.
- 2) The application form (or explanation) must go beyond domestic entry requirements and prompt the parent of an international student to provide information which allows the school to assess:
  - a) Academic ability e.g. send report cards, notify whether there are any learning difficulties
  - b) English language ability e.g. English testing results (such as IELTS), report cards

To reflect international student requirements, the application form (or explanation) should also seek information about:

- c) Student identity and nationality e.g. date of birth, gender, passport details
    - d) Intended welfare status e.g. will be seeking boarding, homestay or will be living with parent/guardian
    - e) Whether the student is transferring from another provider e.g. a Letter of Release may be required
- 3) The provider must have a policy which:
  - a) States the academic requirements for enrolment at the school.
  - b) States the documents that will be accepted as evidence of academic ability e.g.
    - i) Report card from the last \_\_\_\_ years
    - ii) Acceptable relevant year level achievements in previous school (this may differ for primary and high School)
  - c) States the English language benchmarks for all registered year levels (e.g. Year 9, IELTS 5.5)
  - d) States the documents that will be accepted as evidence of English language ability e.g.
    - i) IELTS/AEAS/NLLIA or other accepted test results
    - ii) Report cards showing results of prior English studies

- e) States what happens if English language ability is not at appropriate level e.g.
    - i) Steps to be taken to improve proficiency while enrolled (intensive language courses)
    - ii) Possible non-acceptance into course until proficiency is achieved
  - f) Advice as to whether course credit is applicable
- 4) The provider's entry requirements policy (academic and English language ability) must be available to parents during the application phase.
  - 5) The provider must have a procedure which explains how the application will be processed.
  - 6) An explanation of the steps involved in processing an application should be made available to parents during the application phase.

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For questions regarding this advice, please contact the International Quality (Schools) Unit at [cricosreg@det.qld.gov.au](mailto:cricosreg@det.qld.gov.au) or via telephone on (07) 3513 6748