Enrolment checklist — Overseas

New enrolments

Please use this checklist to ensure all required documentation is returned. Failure to provide requested items may result in enrolment being delayed.

- Enrolment application — completed and signed
- Supplementary information — completed and signed
- Enrolment agreement — signed
- Student learner profile
- Information and communications technology (ICT) user agreement — signed
- Third party consent form — signed
- State school consent form — signed (optional)
- Remittance form and payment — completed (cheque, money order or BPPoint receipt number to be recorded on remittance form)
- Overseas DHL remittance form — completed (include payment — cheque, money order or BPPoint receipt number to be recorded on remittance form with overseas address and contact phone number, or, name, address and contact number of Queensland Agent)
- Electronic funds transfer (EFT) form (EFT details cannot be used for payment of fees. EFT details are collected so that there is no delay in BrisbaneSDE making payments to families for textbook allowance, subsidies, refunds, etc)
- Student ID photo — passport sized photo or head and shoulders digital photo. No hats, caps, sunglasses (refer 2019 handbook)
- Photocopy of parent’s, guardian’s, or caregiver’s passport showing Australian residency status
- Photocopy of travel documents
- Travel itinerary
- Birth certificate — copy (only if applicant has not been enrolled in a state school)
- School report — copy of most recent academic report
- Supervisor nomination form — Years 10, 11 and 12 only (refer to Supervisor nomination form for eligibility details)
- Copy of SET plan from previous school — for students enrolling in Year 11 only
- Vocational education and training (VET) student agreement/VET late enrolment checklist — for students enrolling in Years 10, 11 or 12 studying VET courses only

2019 Handbook and Subject Guides which includes textbook requirements can be accessed on the BrisbaneSDE website.