VicStudents Application Reference Guide: Applying for Preparatory (Foundation) Enrolment

ABOUT THIS GUIDE

This guide walks you through submitting a VicStudents online application for Preparatory (Foundation/Prep) enrolment at Victorian

WHO SHOULD USE THIS GUIDE

Government schools.

- Parents and carers applying for Prep places for the first time
- School staff supporting families with applications

BEFORE YOU START

Have these items ready:

- Student's birth certificate or passport
- Proof of address (utility bill, lease agreement, or rates notice dated within last 3 months)
- Parent/carer identification
- Sibling details if applicable,: full names and current year levels
- Your VicStudents login credentials

COMPLETING YOUR APPLICATION

Getting Started

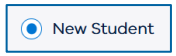
1. Log in to your **VicStudents portal account** on the **Services Victoria website**
2. Select the **School Enrolment** button

3. A message appears explaining this form is for Foundation (Prep) and Year 7 placements
4. Select **Get Started**
5. Select **Apply**
6. The New School Application screen appears.

School Application Setup

IMPORTANT: Fields marked with a red asterisk (*) are required.

7. Select your child from the **Applicant's Name** dropdown list:
- If their name appears → Select it (the system will pre-fill their details)
- If they are not listed → Select **'New Student'**



Enrolment Year Level

8. Select **Preparatory** from the **Enrolment Application Year Level** dropdown menu

Current School Status

9. Is your child currently or previously enrolled at a Victorian Government school?

- **NO** → Continue with this application
- **YES** →

WARNING: If you select YES, you must contact the school directly. This online form is only for new applicants.

Intended Start Date

10. Select your **preferred start date** from the drop-down list
11. If your date isn't shown: Select **'Other'**

- A calendar appears
- Select the **year, month, and day**

12. Select **Continue**

Privacy Notice

A Privacy Notice appears explaining how VicStudents collects and protects your family's information.

13. Select **Continue** after reviewing the notice

NOTE: If you selected an existing student earlier, their details are pre-filled. Verify the information and skip to Section 3.4: Address Details.

STUDENT DETAILS

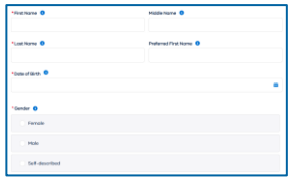
VicStudents Application Reference Guide: Applying for Preparatory (Foundation) Enrolment

Personal Details of the Student

Hover over any information icon for help with specific fields.

1. Enter the following information.

- **First Name***: Student's legal first name
- **Middle Name**: Optional
- **Last Name***: Student's legal last name
- **Preferred First Name**: What your child likes to be called (Optional)



- **Date of Birth***: Select from calendar
- **Gender*** (Female, Male, or Self-described)

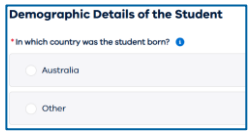
Required Documents

1. For each of the following, select a document type from the list, then upload:

- **Name and Date of Birth***
- Select **Document Type** and choose from the list
- Select **Upload Files**.
- Browse for the document and Select **Open**
- Select **Done**. The file displays.

Country of Birth*

- Select **Australia**, or **Other**
- If Other: enter **Country of Birth** and **Date of arrival/return to Australia**



Residency Status*

- Select **Document Type** and choose from the list

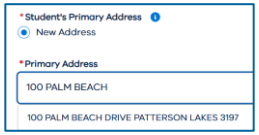
UPLOAD TIP: Drag files directly onto the screen or Select [Upload Files] to browse. Uploaded files appear below the field. To remove a file, click the Bin icon.

2. Select **Continue** to proceed to Address Details

ADDRESS DETAILS

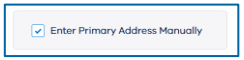
Primary Address

1. Start **typing the address** in the **Primary Address field.** VicStudents displays matching addresses
2. Select your student's **primary address** from the list



If Your Address Isn't Listed

3. Select the **Enter Primary Address Manually checkbox**



4. Complete the mandatory fields:

- **Street**
- **City**
- **State**
- **Postcode**
- **Country**

Proof of Address

For **Proof of Address Documentation**

- Select a document type from the dropdown list
- Upload your document (drag and drop or click [Upload Files])

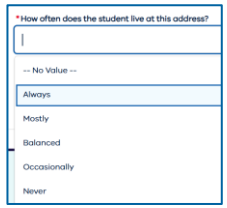
The file appears below the field when uploaded successfully

EXAMPLE: Valid Proof of Address

✓ Electricity or gas bill (dated within last 3 months)
✓ Rates notice from local council
✓ Rental agreement with current dates
✓ Statutory declaration (if living with relatives)

Living Arrangements

5. Select from **How often does the student live at this address?**



- Always (100% with primary parent/carer)
- Mostly (>75% with primary parent/carer)
- Balanced (≥50% with primary parent/carer)
- Occasionally (<25% with primary parent/carer)
- Never (0% with primary parent/carer)

6. Select **[Continue]** to proceed, or **[Save]** to finish later without losing progress

SCHOOL DETAILS

The following details from earlier steps appear automatically:

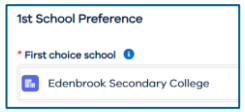
- Intended start date
- Enrolment year level

VicStudents Application Reference Guide: Applying for Preparatory (Foundation) Enrolment

STRATEGY TIP: List schools in your true order of preference. You'll receive offers based on each school's enrolment zone and selection criteria.

First Choice School

1. Start typing the school's name in the **First choice school** field
2. Matching schools appear in a dropdown list
3. Select your school to select it

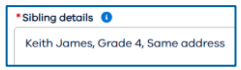


FAMILY DETAILS

Siblings at This School

4. Does your child have siblings currently attending this school?

- **NO** → Continue to second preference
- **YES** → Enter for each sibling:
  - **Full name**
  - **Current year level**
  - **Lives at same address as applicant?** (Yes/No)



Second and Third Choice Schools

5. Repeat the same process for your **second** and **third** school preferences.

STRATEGY TIP: List schools in your true order of preference. You'll receive offers based on each school's enrolment zone and selection criteria.

- It's not necessary to select up to three schools; just apply to the school(s) you wish your child to attend.
- Finally, if you cannot locate the school you want to apply to in the list, you'll need to contact the school directly and complete the paper process.

6. Select **I Understand** to acknowledge
7. Select **Continue**

Primary Parent/Carer (Adult A)

NOTE: These details are pre-filled from your VicStudents account.

1. Verify and update if needed:

- **Title** (change via dropdown if needed)
- **First name**
- **Last name**
- **Gender** (change via dropdown if needed)
- **Mobile number**
- **Email address**

2. Select your **Relationship to the Student** from the dropdown menu

Second Parent/Carer (Adult B)

3. Does another parent/carer live at the same address as your child?

- **YES, at the same address**

Complete the fields below with their information (same fields as above)

- **NO - Student lives with other parent/carer at a different address**
  - Select if your child lives with another parent/carer at a different location
- **NO - Student lives with one parent/carer only**
  - Select if your child lives only with you

4. Select **Continue** to proceed to Review and Declaration or Save to finish later without losing progress.

REVIEW AND SUBMIT

Review Your Application

The Review and Declaration screen displays all information you've entered. This is what schools will receive.

1. Review the form for accuracy
2. If you need to make any changes, select the **Edit Section** button
3. Check the **privacy policy declaration** checkbox
4. Check the **information declaration** checkbox
5. Select **Submit**
6. A message displays to remind you that you cannot make changes once the form is submitted.
7. Select **Proceed with Submission**.
8. An application submission message displays confirming you have submitted successfully.

VicStudents Application Reference Guide: Applying for Preparatory (Foundation) Enrolment

Your Application Reference Number

Your application receives a unique reference number. Select the blue *Application [reference number]* link to:

- View application status
- Upload additional documents
- Withdraw the application if needed

What Happens Next

- **Schools review applications** (typically 2-4 weeks)
- **You'll receive notifications via:**
  a. Email to the address you provided
  b. VicStudents portal notifications
- **If offered a place:** You'll have a specified number of days to accept (details in the offer notification)

Checking Your Application Status

1. Log in to VicStudents anytime
2. Select on your Application reference number
3. View status and any messages from schools

AFTER SUBMISSION

Makin Changes After Submission

1. **Before offers are made:** Contact schools directly to request changes
2. **After receiving an offer:** You may need to withdraw and reapply (if places are still available)
3. Select **[Close]** to exit and return to the VicStudents main screen