Application for enrolment in Japanese Second Language Units 3 and 4 in 2020

Please print clearly and in CAPITAL LETTERS. The application should be submitted by Friday 18 October 2019 to Student Records and Results Unit, Victorian Curriculum and Assessment Authority, Level 7, 2 Lonsdale Street, Melbourne VIC 3000, by email to student.records@edumail.vic.gov.au or by fax to (03) 9032 1591.

The application is to be completed by all students who wish to enrol in Japanese Second Language Units 3 and 4 in 2020 and must be returned to the home school for the required endorsement by the principal.

If the information supplied on this form is found to be incorrect, the applicant’s eligibility for Second Language enrolment will be denied.

**SECTION 1: PRINCIPAL’S DECLARATION**

To be completed by the principal of the home school for this student.

I certify that the student has read a copy of the eligibility criteria for Japanese Second Language Units 3 and 4, and that the information attached is true and correct to the best of my knowledge.

This student is recommended as eligible / not eligible for enrolment in Japanese Second Language. (Please circle eligibility status.)

Principal's name ____________________________
Principal's signature ____________________________ Date ____ / ____ / ______

Home school ____________________________
VCAA school number __________

Assessing school ____________________________
VCAA school number __________

**SECTION 2: CERTIFICATION BY STUDENT AND PARENT/GUARDIAN**

Please complete the following checklist about the information you have provided before you sign this declaration.

Part 1 I understand that I may be asked to supply proof of my residence in any country and proof of my education in a language other than Japanese.

All supporting documentation must be in English or translated into English by a recognised translation authority or agency. If you require translation, contact the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) on 1300 557 470 or (03) 9642 3301.

To expedite the processing of this application I have attached the proof to this form.

(If the VCAA does not have clear information about the educational background or period of residence of the applicant, the processing of the application will be delayed.)

Part 2 I certify that the following information is correct to the best of my knowledge.

Student surname ____________________________
Student first name ____________________________
Student signature ____________________________ Date ____ / ____ / ______

Part 3 I certify that the following information is correct to the best of my knowledge.

Parent/Guardian surname ____________________________
Parent/Guardian first name ____________________________
Parent/Guardian signature ____________________________ Date ____ / ____ / ______
SECTION 3: STUDENT’S PERSONAL INFORMATION

Country of birth ___________________________ Date of arrival in Australia ________/______/______ (if born overseas)

Date of birth ________/______/______ Age on arrival in Australia (if born overseas) ________ years ________ months

Documents provided: ☐ Passport ☐ Birth certificate ☐ Other (please specify) ___________________________

Have you ever studied in a school where the medium of instruction was Japanese? ☐ Yes ☐ No

Which of the following best describes your VCE enrolment in 2020? (tick one only)

☐ Full-time Year 12 ☐ Full-time Year 11 ☐ Other (please specify) ___________________________

SECTION 4: EDUCATIONAL AND RESIDENCE HISTORY

Please describe each year of your schooling, including part years, using the spaces provided below. Please fill in each box. Where you have no information to put in a box, then write ‘NIL’.

In Column 5 you are asked about the language of instruction at your full-time day school. This means the language most commonly used by teachers during classes. If you have studied overseas, you are required to support your application with documentation that demonstrates the period/s of time you have not been educated through the medium of Japanese language. Acceptable documentation includes school reports, an official letter from the school or a statement from the Ministry of Education in the state or country where the student attended school.

Non-attendance or absence from school in any year, or part-year, will not be accepted as grounds for eligibility unless accompanied by official documentation (evidence may be a statement from a local education authority or other formal source).

Name of the school providing report: ___________________________

All supporting documentation must be in English or translated into English by a recognised translation authority.

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<th>Month/Year (1)</th>
<th>Country of residence (2)</th>
<th>Name of your full-time day school (3)</th>
<th>Grade level (4)</th>
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