

Application for enrolment in Vietnamese Second Language Units 3 and 4 in 2026

COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information within the meaning of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating an application for a student to enrol in Vietnamese Second Language. The personal information collected in this form, including any attachments, will be disclosed to and used by relevant VCAA employees and/or contractors for and in connection with the abovementioned purpose. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. If the requested personal information is not provided, the application will not be processed. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, please contact the VCAA Student Records and Results Unit at student.records@education.vic.gov.au. The VCAA Privacy Policy can be found at: vcaa.vic.edu.au/footer/privacy-policy

Eligibility criteria:

A student is eligible for Vietnamese Second Language if they have had no more than 7 years of education in a school where Vietnamese is the medium of instruction.

Required supporting documentation:

- A student who has Australian citizenship must provide a copy of their birth certificate or passport showing their date of arrival in Australia and country of residence
- A student who has attended school overseas must provide reports from the school showing language of instruction and years of attendance
- A student who has had non-attendance at school in any year or part year from the age of 6 must provide official relevant documentation. Acceptable documentation may be an official letter from the school in the country concerned, a report from a medical officer in that country, or a statement from the education authority in that country
- A student who has lived overseas must provide passport entry and exit dates detailing international movement. Students who have misplaced their passports may obtain this information from the Australian Government Department of Home Affairs immi.homeaffairs.gov.au/entering-and-leaving-australia/request-movement-records
- All supporting documentation provided must be in English (or translated into English by a recognised translation authority). If you require translation, contact the National Accreditation Authority for Translators and Interpreters (NAATI) website: naati.com.au/online-directory and email: info@naati.com.au

Applications are due by **Friday 10 October 2025** to ensure the student can be assessed, approved and enrolled prior to the commencement of Term 1, 2026, via email to student.records@education.vic.gov.au

The application is to be completed by all students who wish to enrol in Vietnamese Second Language Units 3 and 4 in 2026 and must be returned to the home school for the required endorsement by the principal or delegate.

If the information supplied in this application is found to be incorrect, the applicant's eligibility for Vietnamese Second Language will be denied.

Please print clearly and in CAPITAL LETTERS.

SECTION 1: STUDENT DETAILS

VCAA Student number

Student surname

Student first name

Date of birth

Which of the following best describes your VCE enrolment in 2026? (Tick one only)

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

SECTION 2: STUDENT RESIDENCE AND EDUCATION HISTORY

Country of birth

If you were **not** born in Australia please confirm:

Date of arrival in Australia

Age on arrival in Australia years months

Please describe each year of your schooling, including part-years, using the spaces provided below. Please complete each box. Where you have no information to put in a box, 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.**

Month/Year	Country of residence	Name of your full-time day school	Grade level	Language of instruction at your full-time day school
/2025				
/2024				
/2023				
/2022				
/2021				
/2020				
/2019				
/2018				
/2017				
/2016				
/2015				
/2014				
/2013				
/2012				
/2011				

SECTION 3: CERTIFICATION BY STUDENT AND PARENT/GUARDIAN

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

Document provided for residence:

☐ Birth certificate

☐ Passport (if you have lived overseas)

☐ Travel Movement Records (if you have lived overseas)

☐ Other (please confirm)

Document provided for education:

☐ School reports

☐ School letter

☐ Statement from the education authority

☐ Other (please confirm)

☐ I understand that I may be asked to provide proof of my residence in any country and proof of my education in a language other than Vietnamese.
If you require translation, contact the National Accreditation Authority for Translators and Interpreters (NAATI) website: naati.com.au/online-directory and email: info@naati.com.au

☐ I have provided all relevant documentation to support this application.
The VCAA may not permit enrolment if the application form or supporting documentation are deemed incomplete or insufficient.

☐ I certify that to the best of my knowledge that the information I have supplied on this application is correct and complete.

Student surname

Student first name

Student signature

Date

☐ I certify that to the best of my knowledge that the information supplied on this application is correct and complete.

Parent/Guardian surname

Parent/Guardian first name

Parent/Guardian signature

Date

SECTION 4: CERTIFICATION AND DECLARATION BY PRINCIPAL OR DELEGATE

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

☐ I certify that the student has read and understands the eligibility criteria for Vietnamese Second Language Units 3 and 4.

☐ I certify that to the best of my knowledge that the information supplied on this application is correct and complete.

☐ The student is recommended as eligible for enrolment in Vietnamese Second Language Units 3 and 4.

Principal or delegate name

Principal or delegate signature

Date

Home school

VCAA school code

Assessing school

VCAA school code