Student checklist for WACE Language Applications

Use this checklist to get everything ready before you start your *Application for permission to enrol in a WACE Language Course* (*Language Application*). If you have any questions, ask your parent/s or guardian/s, your language teacher or school administration, or you can email the School Curriculum and Standards Authority (the Authority) at languagesenrolment@scsa.wa.edu.au. A comprehensive Student guide can be found on the WACE Language applications webpage (https://www.scsa.wa.edu.au/sirs-and-srms-info/srms-information/wace-language-applications).

1 Logging in to the student portal

To log in to the student portal (https://studentportal.scsa.wa.edu.au), you need your **WA student number**, which you will find on your school report/s. It may also be on your SmartRider. You also need **a personal email address** and must be able to access your personal email account when you complete your *Language Application*. Using a personal email address allows you to receive emails after you have left school, and your school email address has expired.

2 Educational information

You need to provide the following education information:

❑ details of the schools you attended for each school year from Pre-primary:
- name of the school
- main language used for instruction at the school
- language/s studied (if any)
- hours of language study per week (if any)

❑ school report/s for years where you attended school/s outside Australia (if any)

3 Residential information

You need to provide the following residential details:

❑ countries you have lived in
❑ countries you have visited/travelled to/holidayed in, including the reason/s for and length of in-country visit/s. This includes only countries where the language spoken is the same as the one for which you are applying

4 Linguistic background

You need to provide the following linguistic details:

❑ the first language/s you learned to speak
❑ other language/s you speak, read and write
❑ the language/s you speak with your parent/s or guardian/s and with your siblings and friends
❑ the language/s your parent/s or guardian/s speak

5 Supporting documents

You need to photograph or scan the following documents for upload into your application:

❑ completed *Parent/Guardian Acknowledgement* form – mandatory
❑ passport identification page – if you were born in another country or have lived outside Australia
❑ school report/s – if you have attended school/s outside Australia
❑ international movement record/s – if you have lived in or frequently travelled to countries or places where the language for which you are applying is spoken (and if requested by the Authority)

Save the supporting documents to your computer or mobile device as **.pdf**, **.jpg**, **.jpeg** or **.png** files, with **a maximum size of 4MB for each file**. Word documents will **not** be accepted, and should not use spaces or unrecognisable characters or symbols such as < > ? ! / \ " * : , # % $ ( ) { } + = @ when naming files.