

S1. Check 4 – Additional Pre-Checks for Intl Students

Objective	<p>To ensure International student change enrolment requests are compliant with their visa conditions. The following restrictions apply to International student visas:</p> <ul style="list-style-type: none"> International students are unable to change their programme of study without being assessed for entry and issued an Unconditional offer. To attend a new programme the International Student must also hold a valid visa from Immigration New Zealand International students generally are unable to study part time on student visas, therefore cannot drop below 45 credits. The exception to this rule is when an International student is in their final semester.
What are the first steps	<ol style="list-style-type: none"> 1. Check if COE is a change of Programme Request. 2. Check the students enrolled credits is 45 or more 3. If request is not for Programme change or dropping below 45 credit progress to next checks
What to do next	<p>If COE is Change of Programme request or dropping below 45 credits:</p> <ol style="list-style-type: none"> 1. For Programme Change make a note of class status and available spaces. 2. For dropping below 45 credits <ol style="list-style-type: none"> a. To check enrolled credit for student b. Check student history c. Calculate credits d. Make relevant notes 3. Assign to Step Two - International Student Support
Policy Link Information	International Visa Information
Who can you escalate to?	<p>International Student Support</p> <p>International Advisors</p>
Work Instructions	<p>Check Student Programme</p> <p>Check enrolled courses</p>