

S2. Check 2 – Intl Visa Check Immigration Compliance

Objective	<p>It is Unitec responsibility to ensure change enrolment requests are compliant with Immigration New Zealand's Visa requirements and restrictions. If the student is on a student-visa, they must abide by all of the following and must be:</p> <ul style="list-style-type: none"> • Enrolled in the programme specified on their student visa • Maintain full-time enrolment (45 credits or more) • Attending 100% of their classes.
What are the first steps	<ol style="list-style-type: none"> 1. Read the Students Change enrolment request notes detail 2. Check student history to calculate current credit load 3. Confirm decision outcome of COE request for International Student
What to do next	Confirm outcome for Change of Programme
	<ol style="list-style-type: none"> 1. Contact student to confirm enrolment intentions 2. Advise they must be assessed for entry into new programme and apply for a Variation of conditions to their existing visa 3. Advise them to apply for their programme through the enrolment portal 4. Update all relevant notes on COE request 5. Decline COE request
	Confirm outcome decision to proceed with COE for enrolled credits (below 45):
	<ol style="list-style-type: none"> 1. Update notes with positive decision outcome to proceed 2. Review notes from Step One on where to progress COE next 3. If COE request notes specify class capacity information assign to Step 3 for processing 4. If COE request requires Academic Approval assign to Step 4 for Academic Approval 5. If no further approval is required assign to step 5 for processing
	Confirm outcome decision to cancel or decline COE for enrolled credits (below 45)::
	<ol style="list-style-type: none"> 1. Make notes of why the request Type is not appropriate/relevant 2. Contact Student to explain implications & advise request will be decline 3. Decline COE
Policy Link Information	International Visa Information
Who can you escalate to?	International Student Support Team Leader
Work Instructions	<p>Check Study Plan (hyperlink tbc)</p> <p>How to decline a COE (hyperlink tbc)</p> <p>How to assign to next steps (hyperlink tbc)</p>