





S2. Check 0 – Step Two Quick Guide Checklist

This is a quick summary check guide to make sure you perform all **International compliance** checks in order to progress the change enrolment request to the next steps with the process.

It is expected that all Change Enrolment requests are moved to the next step within 1 business day of receipt.

Check #	What are we checking?	Why are we checking?	
Check One	Wellbeing Approval	Is the student OK to proceed?	
Check Two	Visa Implications	Is the request compliant with the students visa conditions?	
	Is further Academic Approval required?	Has the student met all the requirements as per their study plan?	
	Change Residency Status - Domestic or International	Can the student make the requests they want based on their residency status?	

S2. Check 1 – Intl Wellness Check Decision Outcome

Objective	<p>Change enrolment requests contain the lived experiences of our students. It is Unitec's responsibility to:</p> <ul style="list-style-type: none"> • Ensure that we support our students as best possible at every step of their journey. • Confirm the decision outcome of a wellness check for an international student • Confirm if it is appropriate for the COE to be progressed/completed
What are the first steps	<ol style="list-style-type: none"> 1. Read the Students Change enrolment request notes detail 2. Review the impact of the COE request 3. Make all relevant notes for the next steps to review
What to do next	<p>Ensure contact is made with our student</p> <ol style="list-style-type: none"> 1. Confirm contact has been made with student 2. Determine what further support services need to be contacted 3. Make relevant notes for any further outcomes that may be impacted 4. Ensure full history is kept within the COE request anything relating to: <ul style="list-style-type: none"> a. Wellbeing b. Visa Work Rights c. Failing courses d. Attendance e. Learning Support
	<p>Identify decision outcome to proceed with the COE:</p> <ol style="list-style-type: none"> 1. Once decision outcome to proceed is confirmed 2. Update COE with Decision outcome notes 3. Attach any relevant information 4. Ensure confidential attachments have been suppressed for staff view only 5. Progress COE to relevant next step for processing
	<p>Identify decision outcome to cancel or decline the COE:</p> <ol style="list-style-type: none"> 1. Once decision outcome to proceed is confirmed 2. Update COE with Decision outcome notes 3. Attach any relevant information 4. Ensure confidential attachments have been suppressed for staff view only 5. Decline or Cancel COE request
Policy Link Information	<ul style="list-style-type: none"> • International Code of Practice • Health and Safety
Who can you escalate to?	<ul style="list-style-type: none"> • Team Leader - International Student Support
Work Instructions	<ul style="list-style-type: none"> • International Pastoral Care • Health and Wellbeing

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	<ul style="list-style-type: none"> • Admission and Fees Policy • International Visa Information
Who can you escalate to?	<ul style="list-style-type: none"> • International Student Support Team Leader
Work Instructions	<ul style="list-style-type: none"> • Check Study Plan • How to decline a COE • How to assign to next steps