

SG.38 ENROLMENT OF INTERNATIONAL STUDENTS

APPROVED BY **ACADEMIC BOARD**

Reviewed May 2023

REVIEW
STAKEHOLDERS

▪ KAIARORANGI PRINCIPAL

Published July 2023

▪ ACADEMIC DEAN

Review period 3 years

▪ APPLICATIONS ADMINISTRATOR & INTERNATIONAL STUDENT
COORDINATOR, BTI ACCOUNTANT

Next review May 2026

1 PURPOSE

This policy guides the process of selection and enrolment of international students, ensuring it is carried out in a way that is compliant with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

For more information about the Code https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA_Pastoral-Care-Code-of-Practice_English.pdf

2 RATIONALE

Bethlehem Tertiary Institute is committed to providing support for all students, both local and international. As a private tertiary education provider, BTI is required to comply with The Education (Pastoral Care of International Students) Code of Practice 2021.

3 POLICY

- 3.1. Te Kaiarorangi Principal is responsible for ensuring that the requirements of this policy are met.
- 3.2. All international students (including offshore students) must meet the generic and programme specific language requirements as established by the Academic Board. BTI will assess the academic capabilities and English language proficiency of international students, and their career intentions, and determine if future intentions match the educational opportunities offered.
- 3.3. The Applications Administrator together with the International Student Coordinator are responsible for overseeing the enrolment process, ensuring that relevant documentation is recorded in the student management system. Information must be checked by the International Student Coordinator and updated annually, and must include:
 - Contact details, accommodation address, emergency contact/next of kin
 - Nationality of passport
 - Programme or course enrolled in
 - Academic year of entry, beginning and end dates of enrolment
 - Type of offer (full, provisional etc.)
 - All correspondence including offer of place and receipt of fees
 - English language criteria for acceptance
 - Offer of a place form sent (date)
 - Receipt sent (date)
 - Passport page of personal details photocopied
 - Passport expiry date
 - Visa sighted (verified as eligible & photocopied)
 - Visa type
 - Visa expiry date(s)
 - Travel & health insurance policy sighted & photocopied (need name & number).

- 3.4. The International Student Coordinator can on request, or as required, suggest health and travel insurance providers.
- 3.5. Evidence of insurance must be sighted and verified by the International Student Coordinator at or before enrolment.

4 OFFSHORE STUDENTS

- 4.1. The Master of Professional Practice and Leadership / Micro-credentials / Postgraduate Cert in Responding to Trauma programmes are approved by NZQA for offshore delivery.
- 4.2. International students studying outside New Zealand do not need a student visa.
- 4.3. Offshore students are not required to have medical insurance.