

SG.38		ENROLMENT OF INTERNATIONAL STUDENTS	
APPROVED BY	ACADEMIC BOARD	Reviewed	March 2026
REVIEW STAKEHOLDERS	<ul style="list-style-type: none"> <li>▪ PRINCIPAL</li> </ul>	Minor Edit	
	<ul style="list-style-type: none"> <li>▪ ACADEMIC DEAN</li> </ul>	Review period	3 years
	<ul style="list-style-type: none"> <li>▪ APPLICATIONS ADMINISTRATOR &amp; INTERNATIONAL STUDENT COORDINATOR, BTI ACCOUNTANT</li> </ul>	Next review	2029

## 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://www2.nzqa.govt.nz/tertiary/the-code/>

## 2 RATIONALE

Bethlehem Tertiary Institute (BTI) 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. BTI's 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 requirements as outlined in programme regulations. BTI will assess and be satisfied that the programme is appropriate for the student's expectations, and that their English Language proficiency, and academic capability match the requirements to succeed in the programme.
- 3.3. The Applications Administrator together with Student Administration are responsible for overseeing the enrolment process, ensuring that relevant documentation is recorded in the student management system.
  - 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
  - Where an agent has been employed, the agent's name is to be registered next to the applicant on EBS
- 3.4. The International Student Coordinator will sight, record, and update annually, the following:
  - Visa sighted (verified as eligible & photocopied)
  - Visa type
  - Visa expiry date(s)
  - Travel & health insurance policy sighted & photocopied (need policy name & number).

3.5. The student will not be able to commence studies if their visa, health insurance or travel insurance has not been verified by the International Student Coordinator.

## **4 OFFSHORE STUDENTS**

- 4.1 The Graduate Diploma of Education (Early Childhood), Master of Professional Practice / Postgraduate Diploma in Professional Practice / Micro-credentials / Postgraduate Cert in Responding to Trauma / New Zealand Certificate in Study and Employment Pathways programmes are approved by NZQA for students to study offshore.
- 4.2 International students accepted as offshore students (studying outside New Zealand) do not need a student visa or medical insurance.