

# Procedure to monitor visa expiry and reporting to NZ Immigration for International Students

- All New Zealand visa documentation (Visa) is collected on the first day of enrolment at Hamilton East School (HES). Visa expiry dates are then entered on to the Student Management System (HERO) and on to the Ministry of Education (MOE) site ENROL. Both systems provide HES with automatic updates when an International Student visa is due for renewal.
- Each International Student has a file which is kept confidential and reviewed once a school term for up-coming Visa expiry dates. If there is a need for renewal of a Visa, a reminder letter will be sent to the parent/guardian requesting that the process be initiated. This will be followed up (after a reasonable period of time) with a letter from the Principal requesting proof that the process for Visa renewal is underway.
- Additional reviews of the Visa are done in the lead up to the March and July MOE roll returns to ensure all International Students are eligible to be enrolled at the time of the roll return.
- In the case of an International Student who has overstayed their Visa expiry date HES will apply a discretionary period of 28 days subject to HES receiving proof that the application for the Visa extension is underway. If HES does not receive confirmation of this and the parents/guardians are unwilling to communicate or supply HES with a new Visa HES will send a letter informing the parent/guardian that the student will be removed from the HES school roll within one week of the letter being sent.
- If appropriate New Zealand Immigration will be notified that the International Student is no longer on the HES school roll due to an expired or no New Zealand Visa being evident. \*

\*It should be noted that this situation rarely occurs and we have never had the need to report to NZ Immigration.

## Associated Documentation

International Students Policy

International Students Discipline Procedures

International Students Safety Procedures

International Students Attendance Procedures

Code of Practice of International Students

International Students Fees Protection and Refunds Policy

International Students Enrolment Procedures

International Students Grievance Procedures  
Education Act 1989 (and amendments)

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