

### International Student Contact Register

Ruawai College maintains an International Student Contact Register for all enrolled international learners. The register includes student, parent/legal guardian, next of kin, emergency contact, agent, caregiver, homestay, medical, insurance, and visa information. Contact details are collected during enrolment, confirmed during orientation, and reviewed regularly throughout the year. Any changes to accommodation, caregiver, parent, emergency, visa, insurance, or medical information are updated immediately by the International Director or delegated staff member. The register is stored securely and is accessible only to staff who require the information for pastoral care, emergency response, compliance, or administration purposes.

#### **THIS REGISTER IS LOCATED WITHIN KAMAR (STUDENT MANAGEMENT SYSTEM)**

| Section                           | Information to record                                                                                          |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------|
| Student details                   | Full legal name, preferred name, date of birth, gender, year level, NSN if known, student ID                   |
| Enrolment details                 | Start date, expected finish date, programme/course, visa expiry date, insurance provider and expiry date       |
| Student contact details           | NZ mobile number, student email, home country address, NZ address                                              |
| Parent/legal guardian details     | Names, relationship to student, phone numbers, email addresses, home country address                           |
| Emergency/next of kin contacts    | Primary and secondary emergency contacts, relationship, phone, email, language spoken                          |
| NZ caregiver details              | Name, relationship, phone, email, address, police vetting/safety check status if applicable                    |
| Homestay details                  | Homestay parent names, address, mobile numbers, email, backup contact, date student moved in                   |
| Agent details                     | Agency name, agent contact person, email, phone, country                                                       |
| Medical and wellbeing information | Medical conditions, allergies, medication, doctor/clinic, counselling or learning support notes as appropriate |
| Approved contacts                 | People approved to collect the student, take them on trips, or be contacted in an emergency                    |

**RUAWAI COLLEGE**  
**International Student Contact Register**



Te Kura Tuarua o  
**Ruawai College**  
Kimihia ngā maunga teitei | Seek the highest peak

|                      |                                                                            |
|----------------------|----------------------------------------------------------------------------|
| Communication log    | Date contacted, who was contacted, reason, staff member, outcome/follow-up |
| Review/update record | Date details were checked, changes made, staff initials                    |