

International Student Records Procedures

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To ensure accurate, secure, and up-to-date records are kept for each international student.

1. Procedures

Ruawai College will:

1. Create an individual file for each international student.
2. Keep enrolment, contract, passport, visa, insurance, medical, emergency contact, accommodation, and caregiver information.
3. Record orientation, attendance, wellbeing, learning support, behaviour, communication, travel, transfer of care, and any concerns or incidents.
4. Keep copies of parent/legal guardian permissions and important correspondence.
5. Update student records when information changes.
6. Check key records at enrolment, orientation, and at least once each term.
7. Store records securely and only allow access to staff who need the information for student support, safety, or compliance.
8. Manage personal information in line with the Privacy Act 2020.
9. Retain and dispose of records according to school recordkeeping procedures.
10. Use records to support student wellbeing, Code compliance, and self-review.

2. Supporting records

- International student file
- Contact register
- Visa register
- Insurance records
- Accommodation and homestay records
- Orientation checklist
- Attendance and monitoring notes
- Communication records
- Incident or concern reports
- Transfer of care forms

RUAWAI COLLEGE
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V1. MAY 2026



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