

### **Who is a visitor?**

A visitor is an international student who holds a Visitor Visa issued by Immigration New Zealand for education purposes. The Ministry of Education has categorised these students as follows:

#### **Student visitors**

These students will be considered as enrolled at your school if:

- The school visit is for any period from two weeks up to three months, and/or
- Any period up to three months where the school will be receiving money for tuition or education services

#### **Short-term visitors**

These students are not considered enrolled at your school if:

- The school visit is less than two weeks (14 calendar days), and
- The school will not be receiving money for tuition or education services.

### **Can a short-term visitor visit my school?**

Yes, all schools are able to have short-term visitors.

### **Do I have to enrol a short-term visitor?**

No. All schools may choose to host short-term visitors at their school.

If your school is a Signatory to the Code of Practice for the Pastoral Care of International Students (the Code) you may also enrol and host student visitors for up to three months.

### **Can I enrol a student visitor?**

Yes, if your school is a Signatory to the Code you may enrol a student visitor, if the visit is up to three months duration and/or the school will receive money for tuition or education services.

### **Where and what do I record for student visitors?**

Any student visitors enrolled at your school should be recorded in ENROL.

### **Where and what do I record for short-term visitors?**

Schools are advised to keep the following information about all short-term visitors:

- Full legal name (as it appears in the passport)
- Citizenship
- Date of birth
- First and last date of attendance/visit
- The year level
- Whether the visitor is part of a family, sister-school or group visit
- The name and contact details of any agent organising the visit

A template is available for your school's use. The Ministry of Education may request this information for research purposes.

### **Are short-term visitors covered by the Code of Practice?**

No, the Ministry of Education has prepared these best practice notes.

### **Are student visitors covered by the Code of Practice?**

Yes, only Code Signatory schools may enrol student visitors.

### **Does my school receive government funding for either type of visiting students?**

No, the Ministry of Education does not provide any funding for these students.

### **What if a short-term visitor wants to stay longer than two weeks?**

If your school is a Code Signatory school you may extend the visit for up to three months but the visitor should be enrolled and pay international fees.

If your school is not a Signatory to the Code the visitor should transfer to a Code Signatory school where they should be enrolled and pay international fees.

### **What if a visitor intends to stay longer than three months?**

The visitor must apply to Immigration New Zealand for a student visa, enrol in a Code Signatory school and pay international fees.

### **Should visitors be accompanied by their parents or legal guardian?**

If a visit is under two weeks refer to the Short-Term Visitor Guidelines. If the visit is more than two weeks refer to the Code of Practice.

### **Who do I call to discuss visitor visas and student visas?**

Telephone Immigration New Zealand on:

☎ 09 914 4100 (Auckland) or 0508 558 855 (for the rest of New Zealand)

💻 [www.immigration.govt.nz](http://www.immigration.govt.nz)

### **Where can I get information on eligibility to enrol in New Zealand schools?**

The Ministry of Education Circular 2012/01 provides information on eligibility to enrol in New Zealand schools. Please visit the Ministry's website at [www.minedu.govt.nz](http://www.minedu.govt.nz)

### **Where can I go for information if I'm unsure whether my school is hosting international visitors or exchange students?**

You can email us [international.division@minedu.govt.nz](mailto:international.division@minedu.govt.nz) for further information if you are unclear, or contact your Ministry of Education regional office.

### **Other resources**

- *The Code of Practice for the Pastoral Care of International Students* publications and further guidance can be found at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)
- Information on school-to-school exchange programmes can be found at <http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/StudentExchangeApprovals.aspx>
- Education outside the classroom <http://eotc.tki.org.nz/>
- The Ministry of Education's International Education web pages <http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation.aspx>