# ISP Student File Checklist

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Complete | Documents to be stored in student’s file |
| Enrolment | |
|  | Copy of Confirmation of Enrolment (CoE) |
|  | Copy of student visa |
|  | Copy of the student’s current passport |
|  | Copy of overseas student health cover membership card |
|  | Offshore contact details of parent (if applicable). These must be updated on CASES21 |
|  | Onshore contact details of parent or Department of Home Affairs (DHA)-approved relative (if applicable). These must be updated on CASES21 |
|  | Copy of pre-departure checklist |
| Education | |
|  | Proof that orientation has been conducted (completed [ISP Student Orientation Checklist](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Orientation_Checklist.docx)) |
|  | Minimum six-monthly checks of currency of student contact details. This must be updated in CASES21 |
|  | Add any DE (IED) forms or communications regarding the student’s pre-enrolment and post commencement changes such as course credit, variations, welfare changes, modes of study, transfers, temporary suspensions, critical incidents and associated paperwork |
|  | Records of the outcomes of assessment for all units completed and assessed |
|  | Any school counselling, welfare, behaviour or intervention support. This includes any communication to parents, compliance meeting minutes and copies of any tools/support provided in the compliance pack |
|  | Copy of any compliance contracts and supporting evidence |
|  | Correspondence sent to school from DE (IED) |
|  | Correspondence sent to school from parent / agent |
|  | Details of any complaints handled by the school, including written record of outcome and reasons |
|  | Records supporting the student’s participation in work experience or structured workplace learning |
|  | Information regarding critical incidents and any remedial action taken |
|  | Evidence of any transfer (internal transfer to another Victorian Government School) requests |
| Homestay documents | |
|  | Confirmation of Appropriate Accommodation and Welfare (CAAW) letter (if applicable) |
|  | Copy of the homestay agreement |
|  | Copy of the homestay profile |
| Exit | |
|  | Student request for a withdrawal and evidence of DE (IED)’s assessment and outcome |
|  | Issuance of qualifications |

NB: Working with Children Check (WWCC) details including the WWCC number and expiry date can now be recorded in VISIT.

## Related documents

* [ISP Student Support Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Support_Policy.docx)
* [ISP Student Arrival and Orientation Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Arrival_and_Orientation_Procedure.docx)
* [ISP Student Safety Card Procedure](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Safety_Card_Procedure.docx)

## Definitions

* **CoE** means Copy of Confirmation of Enrolment.
* **CAAW** means Confirmation of Appropriate Accommodation and Welfare.
* **DE (IED)** – Department of Education – International Education Division. IED is the division in DE that administers the International Student Program in Victorian government schools. IED is not a separate entity to DE. DE is the CRICOS registered provider.
* **DHA** means Department of Home Affairs.
* **International students (students)** for the purpose of this checklist are defined as students participating in the ISP under a subclass 500 Student – Schools visa.
* **International Student Program (ISP)** for the purpose of this policy is defined as DE’s ISP administered by the DE International Education Division (IED).
* **Parent** refers to the parent(s) or legal guardian(s) of an international student.
* **School** means any Victorian government school accredited by DE (IED) to deliver an international student program.

## Document maintenance

School Support Unit

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