**International Student Program in Victorian Government Schools**

**CASES21 – International Students**

Schools and ELC’s are reminded to maintain accurate international student data on CASES21 for the duration of the student’s enrolment.

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| **No.** | **ADVICE** | **WHY?** |
| 1 | Ensure all student data is entered onto CASES21 and that the student is marked as **active** within **3 days** of the student’s actual start date | Under ESOS DET is required to report all students that do not commence within 5 working days of their proposed course start date. DET relies on the data entered onto CASES21 by the school or ELC to confirm commencement or non-commencement |
| 2 | Ensure student data that is entered onto CASES21 is accurate. Where any element of the student data does not match the IED’s database the data cannot be reconciled and the school or ELC will have to be contacted.  NB: Where you need to identify an international student using an asterisk please do this using the preferred name section | If the student data is not accurate the IED will not receive the information from CASES21 and will be required to contact the school or ELC. Inaccurate student data can also cause issues with the disbursement of tuition fees to your school. |
| 3 | Ensure the parent (home country) information entered onto CASES21 is accurate, especially the parents email address. This should be entered into the **Alternative Family** section (see attachment ***CASES21: International Students – FAMILY DATA***) | The IED will use the Alternative Family section of CASES21 to source the parent’s current email address. This email will be used to send invoices*.* |
| 4 | Ensure the Australian residential address and contact information (Homestay, Third Party or relative residing in Australia) entered onto CASES21 is accurate. This should be entered into the **Primary Family** section (see attachment ***CASES21:*** ***International Students – FAMILY DATA***) | Under ESOS schools are required to confirm a student’s Australian contact details every 6 months, in writing. DET provides a template for this purpose. The student’s address should then be updated on CASES21 |
| 5 | Ensure the visa details (subclass and expiry date) are entered onto CASES21 as soon as the student commences, whether this is the ELC or the host school (see attachment ***CASES21: International Students – VISA DETAILS***) | Under ESOS DET is required to maintain accurate records of the student’s visa. DET use this data from CASES21 to confirm all relevant students have a valid student visa.  NB: DET has encountered issues with visa grant notices being read incorrectly which has led to the input of incorrect data. DET has provided a template grant notice which highlights the relevant data that should be entered onto CASES21. Please ensure the administrator entering the data is provided with a copy of the attachment ***CASES21: International Students – VISA DETAILS*** |