



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

NEW ZEALAND

INTERNATIONAL STUDENT ENROLMENT GUIDE

Onshore
Students



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STEP 1: ACCEPT YOUR OFFER OF PLACE

You will be sent a formal or conditional Offer of Place to the email address you used to create your account (or from your authorised agent). Follow the steps below to accept your Offer of Place. If you have an authorised agent ask them to accept your offer on your behalf.

If you hold a conditional Offer of Place you will need to meet the conditions and upload supporting evidence to your application via your MyWaikato portal. If you have an authorised agent ask them to upload supporting evidence on your behalf. An updated formal Offer of Place will be issued to you once you have provided evidence of meeting the conditions.

Note: You do not need to provide outstanding verified document (please check your offer of place to confirm) until you are ready to accept your Enrolment Agreement.

Log into MyWaikato, go to **Qualifications and Papers**, and select **Respond to offer**.

The screenshot shows the MyWaikato Support portal. The navigation bar includes 'Home', 'Qualifications and Papers', 'Timetable', 'Results', 'Scholarships', 'Graduation', and 'Finance'. The 'Qualifications and Papers' section is active. Below the navigation bar, there are buttons for 'Start a new application' and 'Credit transfer'. A table titled 'Current applications' is displayed with the following data:

Intake	Qualification	Submitted	Status	Actions
2021	Bachelor of Business	27/Nov/2020	Offer sent	View Request Deferral Respond to offer Document upload

To accept your Offer of Place, select **Yes**.

The screenshot shows the 'Offer of Place' section of the MyWaikato Support portal. The page title is 'Offer of Place'. Below the title, there is a section titled 'Accept your Offer of Place'. The text on the page reads: 'Congratulations on your Offer of Place for the Bachelor of Business. Please note that by accepting this offer of place you will also be accepting the University of Waikato ITS Computer System Regulations. Do you wish to accept your Conditional Offer of Place to begin your studies in A Trimester 2021?'. At the bottom of the page, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted in red.

STEP 2: PRE-PAY YOUR TUITION FEES

You will be required to pre-pay your tuition fees as part of the student visa application process. You should pay the required amount, which is the fee for the first year of study or the first programme of study listed on your pathway offer. Please ensure your student ID and full name are clearly shown in payment transfer documents.

The options for making your payment are:

- Credit Card (in-person at our Student Centre)
- Online transfer (Western Union or Flywire)
- Telegraphic transfer

Note: Flywire is only available to students with an offshore bank account

Please refer to this link for more information on how to pay your fees: [waikato.ac.nz/international/how-to-accept-and-pay-fees](https://www.waikato.ac.nz/international/how-to-accept-and-pay-fees)

Please ensure you pay the amount that is quoted on your offer letter and that you include your student ID. This will help us to identify your payment quickly and credit this money to your tuition fee record.

A receipt will be sent to you once payment is received. You will need the tuition fee receipt to apply for your student visa.

STEP 3: APPLY FOR YOUR STUDENT VISA

As an international student, you will need to obtain a student visa before you begin your studies in face to face (on-campus) mode. As an onshore student, you must pay your tuition fees before applying for a student visa. Once you have made your tuition fee payment, we will issue you a receipt to be used as part of your visa application.

Approval to enrol at the University of Waikato does not automatically qualify you for a student visa. We suggest you start the process of applying as soon as possible as failure to obtain the correct visa before your classes start may result in you being unable to study with us.

For more information, please refer to the Immigration New Zealand website at: [immigration.govt.nz](https://www.immigration.govt.nz).

STEP 4: SEND US YOUR E-VISA AND AN ID PHOTO

Once you receive your e-visa, please email a copy of your e-visa, plus a passport sized photo to idcards@waikato.ac.nz. We will use the photo to print your Student ID Card and have it ready for you on arrival.



STEP 5: BEGIN ENROLMENT

Once enrolment is open (usually the last three months of the previous year), you can begin enrolling. If enrolment isn't open yet, we'll email you to let you know once enrolment is open and ready for you to begin.

To complete your enrolment:

1. Login to MyWaikato
2. Go to Qualifications and Papers
3. Select 'Complete enrolment'

The screenshot shows the 'MyWaikato Support' page for 'Qualifications and Papers'. The navigation bar includes 'Home', 'Qualifications and Papers', 'Timetable', 'Results', 'Scholarships', 'Graduation', and 'Finance'. The user is logged in as 'Felicja Sassy'. The main heading is 'Qualifications and Papers'. Below this, there are two buttons: 'Start a new application' and 'Credit transfer'. A section for 'Bachelor of Business' for the year '2021' is shown. The status is 'Ready to enrol' and the intake is 'A Trimester, 2021'. A red box highlights a 'Complete enrolment' button. Below the button, there are links for 'Do you need to withdraw from your qualification?' and 'Do you want to defer this qualification?'.

Complete each of the steps in the order they appear on the screen (please ensure you complete all sections outlined in red).

The screenshot shows the 'Enrolment 2021' page. The navigation bar is the same as the previous screenshot. The user is logged in as 'Felicja Sassy'. The main heading is 'Enrolment 2021'. Below this, there is a welcome message: 'Welcome to your enrolment Felicia Sassy'. The page is divided into several sections, each with a red box around the title and a 'Complete later' button. The sections are: 'Confirm personal details' (with a 'Next >' button), 'Confirm contact details', 'Complete annual questions', 'Confirm Subjects' (with 'Bachelor of Business' and 'No subjects selected'), and 'Choose papers'.

STEP 6: SELECT YOUR PAPERS (IF APPLICABLE)

Complete each of the sections in Step 5, and then 'select papers' under the 'Confirm Paper Selections' screen.

If you are enrolling in a Bachelor's degree*, the Master of Business and Management, or the Master of Professional Accounting, please follow the steps below to select your papers. Otherwise, you will need to meet with a course advisor, once you arrive on campus, to discuss and select your papers. Once you have met with your course advisor you can complete this step and proceed to Step 7. Please go to the Student Centre so that they can advise you on where to go if you need to meet a course advisor to choose your papers.

Complete each of the sections in Step 5, and then 'select papers' under the 'Confirm Paper Selections' screen.

*Students who are enrolling in a Bachelor's degree AND have been awarded credit from prior study, will also need to meet with a course advisor before they complete this step.

The screenshot shows the 'Confirm Paper Selections' page on the MyWaikato Support website. The page is for the year 2021 and is for a Bachelor of Business major in Accounting. A red box highlights the 'Select papers' button. Below this is a table with columns: Code, Title, Trimester, Location, Points, Start Date, End Date, and Status/Grade. The table currently shows 'No information available'. There are three expandable sections: 'Special permission' (with a link to a guide on how to apply for special permission), 'Helpful information' (with a link to a guide on full-time study), and 'Full-time study' (with a note that each paper has a point value and that a full-time workload is 45 points for C Trimester and 30 points for summer Trimesters). At the bottom, there are 'Back' and 'Confirm papers' buttons.

What are the different modes of teaching delivery?

- FLEXI mode - learning is available both face-to-face (on-campus) and online.
- Online mode - learning can be done from anywhere in the world where you have an internet connection. You will need to meet deadlines for assessment and keep up with the assigned readings, but you can choose to study at the times that suit you and in the places that suit you. The code NET tells you the paper is fully online without on-campus classes.
- On-campus mode - learning is delivered at the University in a physical classroom (the codes HAM (Hamilton) and TGA (Tauranga) tell you which campus it is at). The on-campus mode requires students to be onshore (New Zealand).

***Students who are studying face to face (on-campus) will need to select papers in either 'Flexi' or 'Oncampus' Delivery Mode.**

Choose your papers from the lists that appear on the left. These lists contain the papers you need for your qualification. You may not need all the lists this year. You can tell the level of a paper from the paper code. Paper codes that begin with a 1 (eg. ANTHY102) are first year papers, those that begin with a 2 are second year papers. Paper codes that begin with a 5 are postgraduate level papers.

Paper Selections 2021
 > Bachelor of Business

Choose your papers from the lists below. These lists contain the papers you need for your qualification. You should have no more than 60 points in either A or B Trimester. 120 points is a full-time load over A and B Trimester.

Not sure of your papers?
 Check the degree planner and watch our video on paper selection. Remember that you are only selecting papers appropriate to your current year of study. Where papers are listed as compulsory you will need to have completed all of these papers by the end of your qualification.

Recommended Papers
 To help you get started with choosing papers for your first year of study, find recommended papers below

Choose your Programme of Study

Papers for the Bachelor of Business

Papers for the Accounting Major

Recommended Papers

The recommended papers below are based on the selections you made for your degree and subjects. Dropdown boxes indicate options that you can choose from for Trimester (defaulted to A) and location. You can change these selections by clicking on the dropdown arrows. If there is no dropdown box then there is only one option for that paper. Click Next to select your remaining papers.

Paper Code	Name	Year	Trimester	Location	Points	Delivery mode
ACCTN101	Accounting for Management	2021	[A v]	HAM	15	OnCampus
ACCTN102	Introductory Financial Accounting	2021	[A v]	HAM	15	OnCampus
ECNS101	Business Economics and the New Zealand Economy	2021	[A v]	HAM	15	OnCampus
FINAN101	Introduction to Finance	2021	[A v]	HAM	15	OnCampus
STMG101	Introduction to Management	2021	[B v]	HAM	15	OnCampus

As you add papers, they will appear under **Selected papers** on the right hand side of the screen.

Paper Selection
 Choose your papers from the lists on the left. These lists contain the papers you need for your qualification. You may not need all the lists this year. As you add papers, they'll show under Selected Papers on the right.

Global search: Search all lists, Enter paper code/title, Search

For information regarding the Accounting Major please refer to: Accounting

Compulsory for Accounting as a Major
 Choose all the papers from this list over the course of your qualification.

AND

Electives for Accounting as a Major
 Choose 30 points from this list over the course of your qualification. BBus and BMSI-level students may count one of MNMG135, WSAFE316 or WSAFE319 in place of 15 points from this list.

AND

Information on the Bachelor of Business

Compulsory for the Bachelor of Business
 Choose 60 points of Business Fundamentals papers, ECNS101, MNMG102 and an appropriate 300 Level Work Integrated Learning paper from this list. If you're taking 2 majors, choose an additional 15 points from this list.

AND

Electives
 If you're taking 1 major, choose a maximum of 120 points from this list. If you're taking a major and a minor, choose a maximum of 60 points.

Hide

Search by paper code or title: Maths168, Show advanced, Search

Code	Title	Trimester	Location	Points	Mode	Add
MATH168	Preparatory Mathematics	A	HAM	15.00	OnCampus	Add
MATH168	Preparatory Mathematics	B	HAM	15.00	OnCampus	Add

Showing 1 to 2 of 2 entries
 First Previous 1 Next Last

Selected papers

Code	Title	Year	Trimester	Location	Points	Mode	Remove	Check
ACCTN101	Accounting for Management	2021	A	HAM	15	OnCampus	Remove	✓
ACCTN102	Introductory Financial Accounting	2021	A	HAM	15	OnCampus	Remove	✓
ECNS101	Business Economics and the New Zealand Economy	2021	A	HAM	15	OnCampus	Remove	✓
FINAN101	Introduction to Finance	2021	A	HAM	15	OnCampus	Remove	✓
MATH168	Preparatory Mathematics	2021	B	HAM	15	OnCampus	Remove	✓
STMG101	Introduction to Management	2021	B	HAM	15	OnCampus	Remove	✓

Totals

	Required	Current	Check
Points selected/completed	N/A	90	✓
Level 100	0 - 155	90	✓

You can filter papers in each list using the **Advanced search** tool.

Search by paper code or title ▼

Hide advanced

Add Del

Add Del

Add Del

Search

Code	Title	Trimester	Location	Points	Mode	Add
ENGEN101	Engineering Maths and Modelling 1A	B	HAM	15.00	OnCampus	Add
ENGEN102	Engineering Maths and Modelling 1B	B	HAM	15.00	OnCampus	Add
ENGEN102	Engineering Maths and Modelling 1B	B	TGA	15.00	OnCampus	Add
MATHS102	Introduction to Algebra	B	HAM	15.00	OnCampus	Add
MATHS135	Discrete Structures	B	HAM	15.00	OnCampus	Add
MATHS135	Discrete Structures	B	TGA	15.00	OnCampus	Add
MATHS168	Preparatory Mathematics	B	HAM	15.00	OnCampus	Add

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

If you know which paper you want to take, but aren't sure which list it might come under, use the **Global search** tool at the top of the screen to find the paper in your lists.

Global search ▼

Search

Code	Name	Points	Locate
MATHS168	Preparatory Mathematics	15.00	Locate

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

How do I know when I've chosen enough papers?

A full-time workload is usually 60 points per trimester. If your papers add up to 60 points per semester, and 120 points for the year, then you have chosen enough papers for full-time study. International students must enrol in a minimum of 45 points per trimester to meet their student visa requirements.

Once you've chosen your papers, select **View timetable** to see your weekly timetable.

MyWaikato Support

Home | Qualifications and Papers | **Timetable** | Results | Scholarships | Graduation | Finance

Help | Felicia Sassy

Timetable

This timetable shows your **lectures** and **exams** (where relevant).
 There are also tutorials, labs or other activities for your papers, which are listed in the [online timetable](#).
 For semester dates and University holidays, see [key University dates](#).
 Please check your timetable regularly as times and/or rooms can change.
 The current week (48) is displayed below. To change dates, expand the **Options** or select weeks or days in the **Calendar**.

Options (click to expand)

Calendar

Calendar for March 2021

Wk	Mo	Tu	Wed	Th	Fr	Sa	Su
8	22	23	24	25	26	27	28
9	1	2	3	4	5	6	7
10	8	9	10	11	12	13	14
11	15	16	17	18	19	20	21
12	22	23	24	25	26	27	28
13	29	30	31	1	2	3	4

Timetable

Timetable for MST Code - LEC (Now showing dates 01/Mar/2021 to 07/Mar/2021)

Time	Mon	Tue	Wed	Thu	Fri
08:00					
09:00			ECONS101-21A 09:00 - 11:00 Lecture 2 Hamilton PWC		
10:00	ECONS101-21A 10:00 - 11:00 Lecture 1 Hamilton PWC				
11:00			FINAN101-21A 11:00 - 12:00 Lecture 1 Hamilton PWC		FINAN101-21A 11:00 - 12:00 Lecture 2 Hamilton PWC
12:00			ACCTN101-21A 12:00 - 13:00 Lecture 2 Hamilton PWC		
13:00	ACCTN101-21A 13:00 - 15:00 Lecture 1 Hamilton PWC			ACCTN101-21A 13:00 - 15:00 Lecture 1 Hamilton LGDH	

When you're happy with your papers, select **Next**.

All my papers | **My papers from selected collection** | All my credit/RPL

Selected papers

Code	Title	Year	Trimester	Location	Points		
ACCTN101	Accounting for Management	2021	A	HAM	15		✓
ACCTN102	Introductory Financial Accounting	2021	A	HAM	15		✓
ECONS101	Business Economics and the New Zealand Economy	2021	A	HAM	15		✓
FINAN101	Introduction to Finance	2021	A	HAM	15		✓

Totals

	Required	Current	
Points selected/completed	N/A	60	✓
Level 100	0 - 135	60	✓

View Timetable | **Next**

On your Confirm Paper Selections screen, double check your list of chosen papers, then select **Confirm Papers**.

Confirm Paper Selections

Choose and confirm your papers for 2021

Use the **Select papers** button to add or remove papers. Once you've chosen all your papers, scroll down and select **Confirm Papers**.

Bachelor of Business
Major: Accounting

+ Select papers

Code	Title	Trimester	Location	Points	Start Date	End Date	Status/Grade
ACCTN101	Accounting for Management	A	HAM	15	01/Mar/2021	27/Jun/2021	Pending
ACCTN102	Introductory Financial Accounting	A	HAM	15	01/Mar/2021	27/Jun/2021	Pending
ECONS101	Business Economics and the New Zealand Economy	A	HAM	15	01/Mar/2021	27/Jun/2021	Pending
FINAN101	Introduction to Finance	A	HAM	15	01/Mar/2021	27/Jun/2021	Pending

Special permission

Helpful information

Back **Confirm papers**

Finally, read the Enrolment declaration and then select **Agree and Submit**.

Confirm Paper Selections

Choose and confirm your papers for 2021

Use the **Select papers** button to add or remove papers. Once you've chosen all your papers, scroll down and select **Confirm Papers**.

Bachelor of Business
Major: Accounting

+ Select papers

Code	Title	Trimester	Location	Points	Start Date	End Date	Status/Grade
ACCTN101	Accounting for Management	A	HAM	15	01/Mar/2021	27/Jun/2021	Pending
ACCTN102	Introductory Financial Accounting	A	HAM	15	01/Mar/2021	27/Jun/2021	Pending
ECONS101	Business Economics and the New Zealand Economy	A	HAM	15	01/Mar/2021	27/Jun/2021	Pending
FINAN101	Introduction to Finance	A	HAM	15	01/Mar/2021	27/Jun/2021	Pending

Special permission

Helpful information

Back **Confirm papers**

Enrolment declaration

I declare that the information I have provided in this enrolment form and in any attached documentation is true and correct, and that I have not withheld any information which could have a bearing on my enrolment or the conditions of my enrolment. I agree to supply any further documentation requested by the University of Waikato for the purpose of my enrolment.

I have read the statement regarding the [Privacy Act 1993](#) and I understand that the University of Waikato will hold, use and disclose information which I have provided as explained in that statement.

I also understand that I have the right to have access to the information about me held by the University of Waikato and to request correction of that information, in the terms provided for under the Privacy Act 1993.

I also acknowledge that, in terms of the Privacy Act 1993, it is a purpose connected with my enrolment that StudyLink will need to disclose the status of my loan application and any supporting loan information to the University of Waikato. Some personal information will be used by the Ministry of Education in an authorised information matching programme for the purposes of the National Student Index.

Cancel **Agree and Submit**

Now you've submitted your enrolment to the University for approval. If you have not already done so, please come to the University and report to the Student Centre to complete the next steps.

STEP 7: ACCEPT YOUR ENROLMENT AGREEMENT

When you arrive at the University, please report to the Student Centre. Please ensure you bring the following with you:

- Your passport
- Your e-visa (if not already provided)
- Any required verified documents (if required, these will be listed in your Offer of Place)

Our staff at the Student Centre will take copies of these documents. They will also advise you on where to go if you need to meet a course advisor to choose your papers, how to collect your student ID card, and any remaining steps you need to take before your Enrolment Agreement can be issued.

Once your enrolment is approved, log into MyWaikato, head to Qualifications and Papers, and select **Complete enrolment** to accept your Enrolment Agreement.

The screenshot shows the MyWaikato Demo interface. The header includes the University of Waikato logo and the text 'MyWaikato Demo'. The navigation bar contains links for Home, Qualifications and Papers, Timetable, Exams and Results, Graduation, and Finance. The user's name 'Gina Thomas' is displayed in the top right. The main content area is titled 'Qualifications and Papers' and features a 'Start a new application' button. Below this, a card displays 'Bachelor of Arts' with a major of 'Anthropology' for the year '2018'. The status is 'Enrolment approved'. A red box highlights the 'Complete enrolment' button. At the bottom, a table header lists columns: Code, Title, Semester, Location, Points, Start Date, End Date, and Status.

On the next screen, select **Next**.

The screenshot shows the MyWaikato Support interface. The header includes the University of Waikato logo and the text 'MyWaikato Support'. The navigation bar contains links for Home, Qualifications and Papers, Timetable, Results, Scholarships, Graduation, and Finance. The user's name 'Felicia Sassy' is displayed in the top right. The main content area is titled 'Enrolment 2021' and features a welcome message: 'Welcome to your enrolment Felicia Sassy'. Below this, a section titled 'Nearly There' contains the heading 'Accept Enrolment Agreement' and the instruction: 'Indicate your preferred payment option and then accept your Enrolment Agreement for 2021.' A red box highlights the 'Next >' button.

On the next screen, check your qualification and paper details are correct, then tick the **I accept this Enrolment Agreement** box. If there are any further documents you need to provide prior to completing your enrolment, this will be displayed at the top of the screen.

If you have any remaining balance, you will need to select a payment option from the drop down menu.

Then, to accept your Enrolment Agreement, select **Confirm**

Once we have confirmation of your enrolment, we will send you information on our orientation and how to get started. Congratulations! You're now officially enrolled at the University of Waikato.

Enrolment Agreement

Error

- Selection: Passport document required. You will need to provide a scanned verified copy of your passport in order to complete your online enrolment.
- Selection: Online study: Documents required. You will need to provide an original or scanned verified copy of your Senior High School Certificate in order to complete your online enrolment.

Accept your Enrolment Agreement

To complete your enrolment you must accept this Enrolment Agreement and agree to pay the required fees and charges.

You can pay these fees and charges online now, using a credit card or online banking. Alternatively, you can indicate that you will pay your fees by student loan. If you plan to use a different payment option¹ (such as cheques), please print, sign and return your Enrolment Agreement, and make your payment.

If any of the papers on your Enrolment Agreement are incorrect, please choose **I do NOT accept**, and **Confirm**. Then return to **Paper Selection** and update your papers.

Code	Start Date	End Date	Points	EFTS	Tuition fees	Resource charges
Bachelor of Business						
ACCTN01: Accounting for Management 2021 A Yr on-site, Hamilton	01/Mar/2021	27/Jun/2021	15	0.1250	\$3,763.00	\$0.00
ACCTN02: Introductory Financial Accounting 2021 A Yr on-site, Hamilton	01/Mar/2021	27/Jun/2021	15	0.1250	\$3,763.00	\$0.00
ECON501: Business Economics and the New Zealand Economy 2021 A Yr on-site, Hamilton	01/Mar/2021	27/Jun/2021	15	0.1250	\$3,763.00	\$0.00
FINAN01: Introduction to Finance 2021 A Yr on-site, Hamilton	01/Mar/2021	27/Jun/2021	15	0.1250	\$3,763.00	\$0.00
Totals			60	0.5000	\$15,112.00	\$0.00
Fees						Totals
Tuition Fees						\$15,112.00
Student Services Fee						\$176.00
Medical Insurance						\$160.00
Total Amount Due						\$15,448.00

Accept Enrolment Agreement*

I accept this Enrolment Agreement and agree to the terms and conditions.²

I do NOT accept this Enrolment Agreement and wish to change my enrolment.

Payment options

I will pay the fees and charges by:

¹ If you pay online now, you will be charged the full amount. Our secure online payment service is certified by Payment and PPS. Once your payment is made, you will be returned to this page to complete your enrolment.

Waikato Students' Union membership (optional)

I do NOT wish to join the Waikato Students' Union Incorporated.³
Membership is free.

Need help?

If you need help completing any steps, contact our Student Centre team at info@waikato.ac.nz or on **0800 WAIKATO (+64 7 838 4610)**.



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato
NEW ZEALAND

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