



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

NEW ZEALAND

# INTERNATIONAL STUDENT ENROLMENT GUIDE

On-campus  
Students



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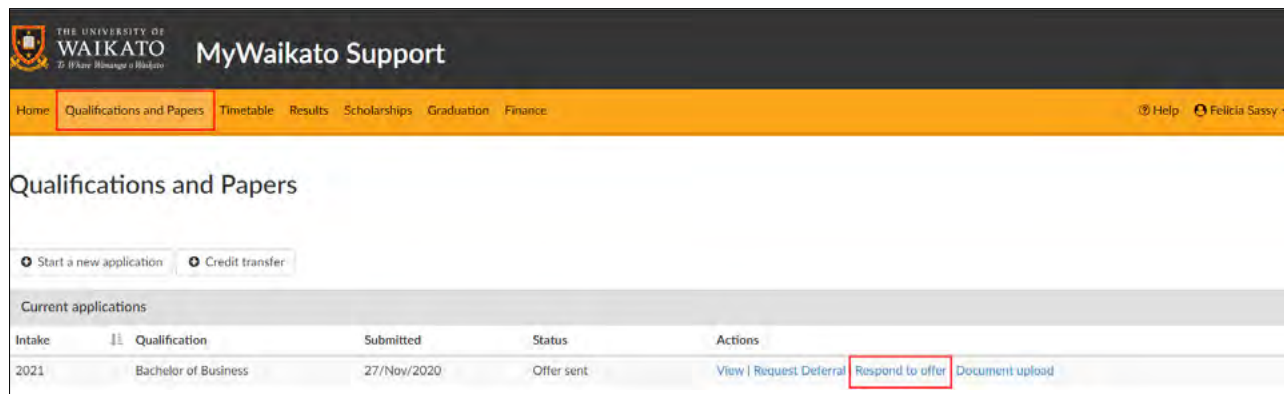
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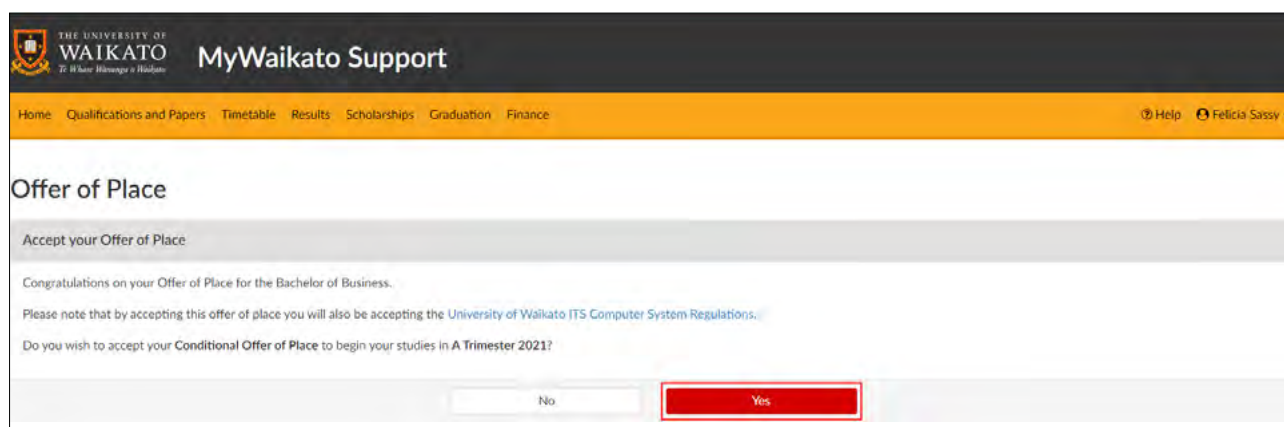
# STEP 1: ACCEPT YOUR OFFER OF PLACE

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.

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



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



# STEP 2: SEND US YOUR E-VISA AND AN ID PHOTO

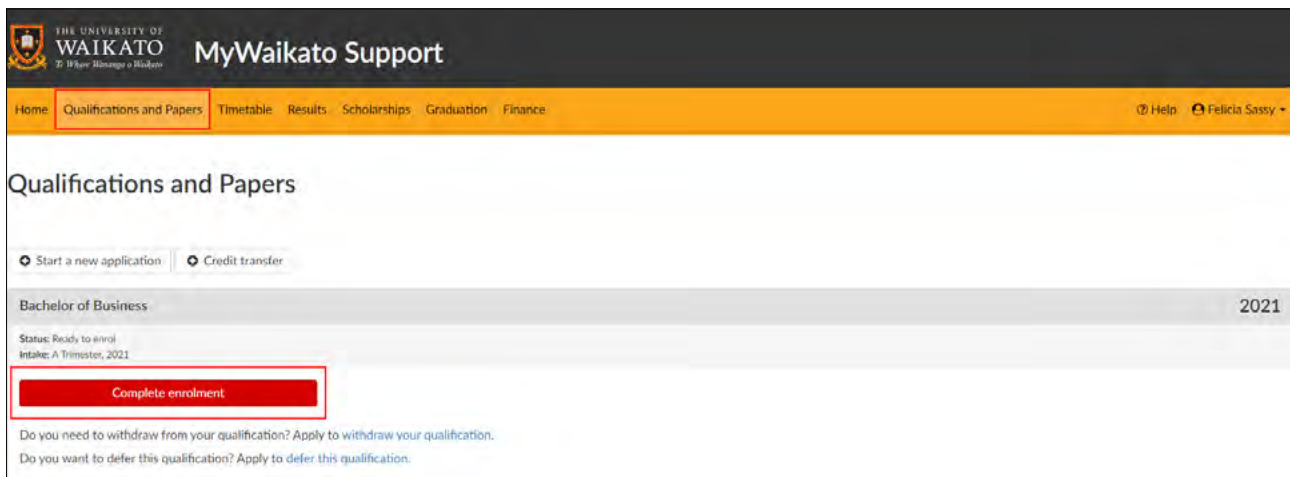
Once you receive your e-visa, please email a copy of your e-visa, plus a passport sized photo to [idcards@waikato.ac.nz](mailto:idcards@waikato.ac.nz). We will use the photo to print your Student ID Card and have it ready for you on arrival. For more information, please visit our [ID Card Information Page](#).

# STEP 3: 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.

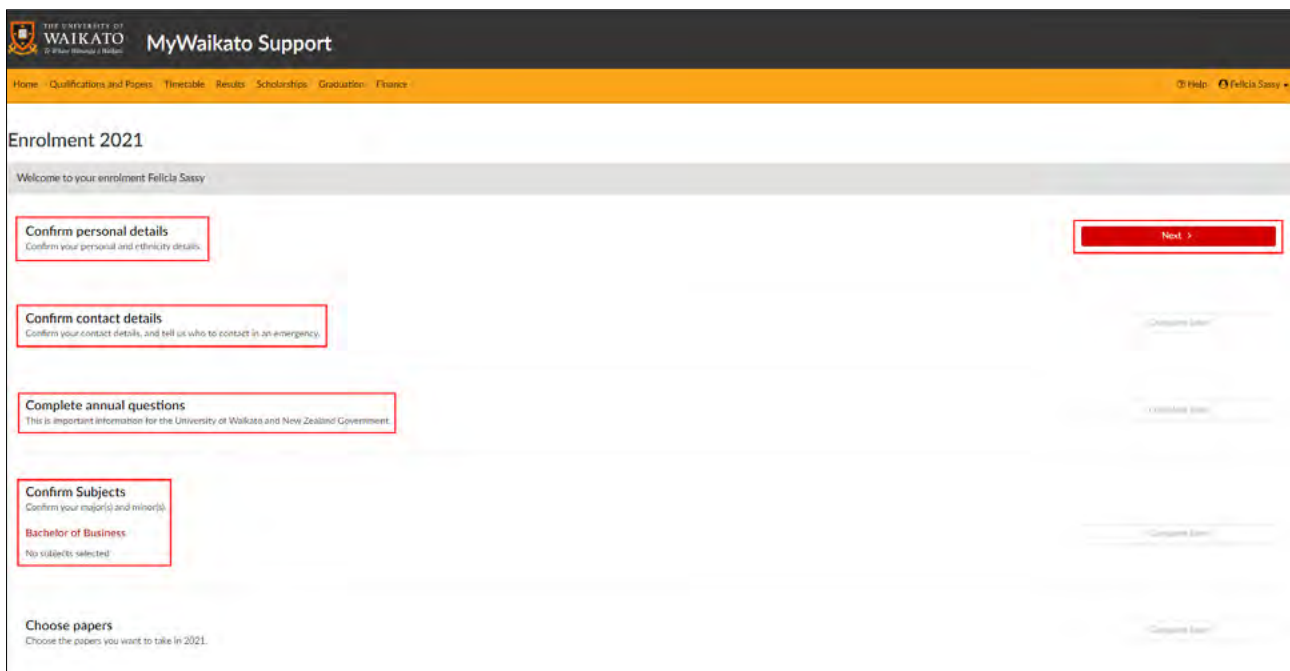
To complete your enrolment:

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



The screenshot shows the 'Qualifications and Papers' page on the MyWaikato Support portal. The page header includes the University of Waikato logo and navigation links. The main content area displays 'Bachelor of Business' for the year 2021, with a status of 'Ready to enrol' and an intake of 'A Trimester, 2021'. A red box highlights the 'Complete enrolment' button. Below the button, there are links for withdrawing or deferring the qualification.

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



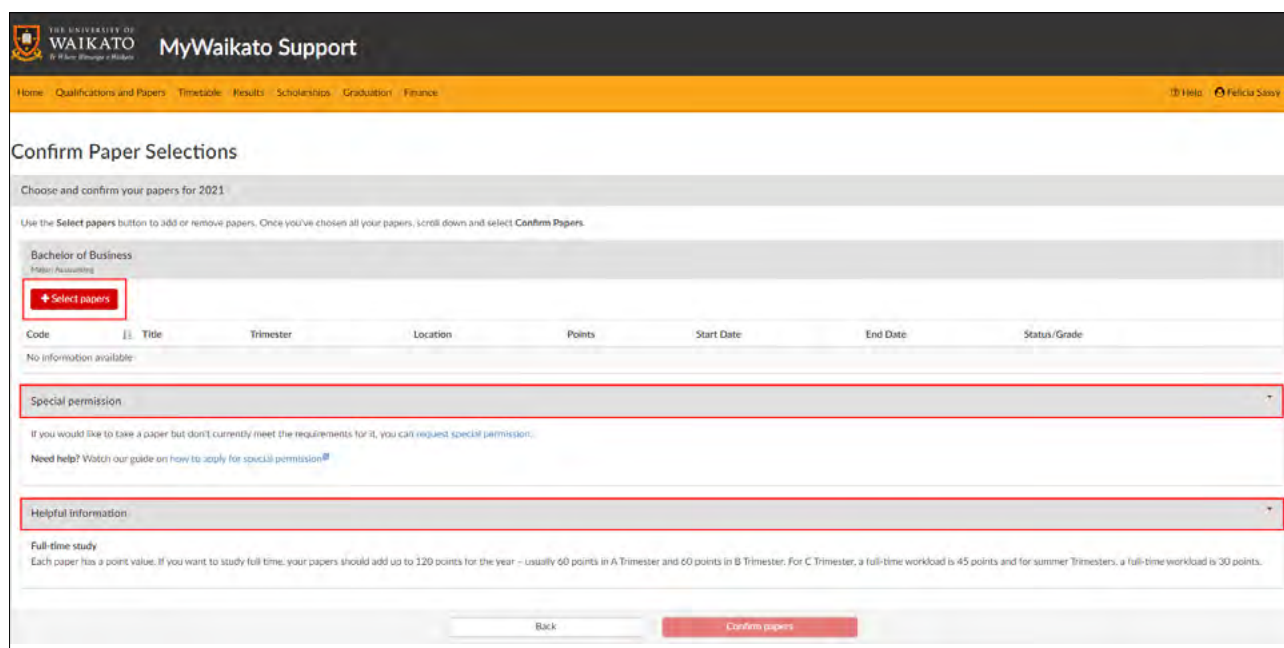
The screenshot shows the 'Enrolment 2021' page on the MyWaikato Support portal. The page header includes the University of Waikato logo and navigation links. The main content area displays a welcome message and several steps to complete enrolment, each outlined in red: 'Confirm personal details', 'Confirm contact details', 'Complete annual questions', 'Confirm Subjects', and 'Choose papers'. A red box highlights the 'Next >' button at the top right.

# STEP 4: SELECT YOUR PAPERS (IF APPLICABLE)

Complete each of the sections in Step 3, and then 'select papers' under the 'Confirm Paper Selections' screen.

If a study planner is available on the qualification page under the "Study with us" section of the university website for your chosen programme, please follow the steps below to select your papers. Otherwise, you will need to contact your course advisor, if mentioned in your offer of place, to discuss and select your papers. Once you have contacted your course advisor, you can complete this step and proceed to Step 5. You can also visit the Student Centre upon arrival if you need to meet a course advisor in person to choose your papers.

\*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 title is 'Confirm Paper Selections' and the subtitle is 'Choose and confirm your papers for 2021'. Below the subtitle, there is a red box around a '+ Select papers' button. The page also features a table with columns for Code, Title, Trimester, Location, Points, Start Date, End Date, and Status/Grade. Below the table, there are sections for 'Special permission' and 'Helpful Information'. The 'Special permission' section includes a link to a guide on how to apply for special permission. The 'Helpful Information' section includes a link to a guide on how to apply for special permission. At the bottom of the page, 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).

**\*Student visa holders will need to select papers in either 'Flexi' or 'On-campus' Delivery Mode. It is not recommended to enrol in a NET paper (online mode) if you are holding a student visa without obtaining approval from your course advisor.**

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.

**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)	HAM	15	OnCampus
ACCTN102	Introductory Financial Accounting	2021	(A)	HAM	15	OnCampus
ECON101	Business Economics and the New Zealand Economy	2021	(A)	HAM	15	OnCampus
FINAN101	Introduction to Finance	2021	(A)	HAM	15	OnCampus
STMG101	Introduction to Management	2021	(B)	HAM	15	OnCampus

Next

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

**Paper Selection**

Global search

Search all data

By information regarding the Accounting Major (please refer to Accounting):

Compulsory for Accounting as a Major

Electives for Accounting as a Major

Information for the Bachelor of Business:

Compulsory for the Bachelor of Business

Electives

Search by paper code or title

Code	Title	Trimester	Location	Points	Mode	Add
ANTH102	Propagatory Mathematics	B	HAM	15.00	OnCampus	Add
ANTH103	Propagatory Mathematics	B	HAM	15.00	OnCampus	Add

Showing 1 to 2 of 2 entries

Selected papers

Code	Title	Year	Trimester	Location	Points	Mode	Add
ACCTN101	Accounting for Management	2021	A	HAM	15	OnCampus	Add
ACCTN102	Introductory Financial Accounting	2021	A	HAM	15	OnCampus	Add
ECON101	Business Economics and the New Zealand Economy	2021	A	HAM	15	OnCampus	Add
FINAN101	Introduction to Finance	2021	A	HAM	15	OnCampus	Add
STMG101	Introduction to Management	2021	B	HAM	15	OnCampus	Add

Status

Points needed to graduate: 120

Level 100: 0-110

View Timetable

Next

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

Search by paper code or title

Maths Hide advanced

Trimester

Level

Search criteria

Code	Title	Trimester	Location	Points	Mode	Add
ENGEN101	Engineering Maths and Modelling 1A	B	HAM	15.00	OnCampus	<input type="button" value="Add"/>
ENGEN102	Engineering Maths and Modelling 1B	B	HAM	15.00	OnCampus	<input type="button" value="Add"/>
ENGEN102	Engineering Maths and Modelling 1B	B	TGA	15.00	OnCampus	<input type="button" value="Add"/>
MATHS102	Introduction to Algebra	B	HAM	15.00	OnCampus	<input type="button" value="Add"/>
MATHS135	Discrete Structures	B	HAM	15.00	OnCampus	<input type="button" value="Add"/>
MATHS135	Discrete Structures	B	TGA	15.00	OnCampus	<input type="button" value="Add"/>
MATHS168	Preparatory Mathematics	B	HAM	15.00	OnCampus	<input type="button" value="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 all lists

Code	Name	Points	Locate
MATHS168	Preparatory Mathematics	15.00	<input type="button" value="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 | Skillsshops | Graduation | Finance

### 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 timescale.  
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			ECON101-21A 09:00 - 11:00 Lecture 2 Hamilton PWC		
10:00	ECON101-21A 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 - 11:00 Lecture 2 Hamilton PWC		
13:00	ACCTN101-21A 13:00 - 13:00 Lecture 1 Hamilton PWC			ACCTN101-21A 13:00 - 13:00 Lecture 1 Hamilton LGLD4	

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		✓
ECON101	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**.

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**.

Choose and confirm your papers

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 5: 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' for the year 2018, with a major in Anthropology and a status of '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 a sub-heading '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**

- Qualification document required
- You will need to provide a signed verified copy of your passport to verify your enrolment.
- Academic Order Study Documents required
- You will need to provide an original or scanned verified copy of your Waikato High School Certificate to verify your enrolment.

**Accept your Enrolment Agreement**

To complete your enrolment you must accept your Enrolment Agreement and agree to pay the required fees and charges. You can pay these fees and charges online using a credit card or online banking. Alternatively, you can indicate that you will pay later from the student loan. If you plan to use a different payment method, such as direct debiting, sign and return your Enrolment Agreement, and make your payment.

If any of the papers in your Enrolment Agreement are incorrect, please check the **Do NOT accept** and **Confirm**. Then return to **Paper Selection** and update your paper.

Code	Start Date	End Date	Points	EFTS	Tuition Fee	Resource Charge	
<b>Study of Business</b>							
ACC1002 Accounting for Management 2021 in Semester 1 (online)	01-Mar-2021	30-Jun-2021	15	0.1250	\$3,763.00	\$0.00	
ACC1002 Introductory Financial Accounting 2021 in Semester 1 (online)	01-Mar-2021	27-Jul-2021	15	0.1250	\$3,763.00	\$0.00	
ECOM101 Business Economics and the New Zealand Economy 2021 in Semester 1 (online)	01-Mar-2021	27-Jun-2021	15	0.1250	\$3,763.00	\$0.00	
FIN1001 Introduction to Finance 2021 in Semester 1 (online)	01-Mar-2021	27-Jun-2021	15	0.1250	\$3,763.00	\$0.00	
<b>Total</b>					<b>40</b>	<b>\$15,512.00</b>	<b>\$0.00</b>
<b>Fees</b>						<b>Total</b>	
Student Fee						\$14,121.00	
Student Services Fee						\$294.00	
Medical Insurance						\$897.00	
<b>Total Amount Due</b>						<b>\$15,312.00</b>	

Accept Enrolment Agreement:  I accept this Enrolment Agreement and agree to the terms and conditions.  I do NOT accept this Enrolment Agreement and wish to update my enrolment.

Payment options:

Waikato Student's Union membership (optional):  I do NOT wish to join the Waikato Student's Union (Waikato's Membership is free).

## Need help?



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



THE UNIVERSITY OF  
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*Te Whare Wānanga o Waikato*  
NEW ZEALAND

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