

NEW

ZEALAND

INTERNATIONAL STUDENT ENROLMENT GUIDE On-campus Students

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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.

WAIKA	TY OF TO MyWaikato	Support			
Home Qualification	ns and Papers Timetable Results	Scholarships Graduation	Finance		③ Help ④ Felicia Sass
Qualificatio	cation O Credit transfer				
Current applicatio	ins				
Intake Ji	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 UNIVERSITY OF WAIKATO Te Where History o History	MyWaikato Support		
Home Qualifications and Pap	ers Timétable Results Scholarships Graduation Finance	1 Help	⊖ Felicia Sassy +
Offer of Place			
Accept your Offer of Place			
Congratulations on your Offer Please note that by accepting Do you wish to accept your Co	of Place for the Bachelor of Business. .his offer of place you will also be accepting the University of Walkato ITS Computer System Regulations. .nditional Offer of Place to begin your studies in A Trimester 2021?		
	No. 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. 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'

WAIKATO MyWaikato Support	
Home Qualifications and Papers Timetable Results Scholarships Graduation Finance	2) Help 🛛 😧 Felicia Sassy +
Qualifications and Papers	
• Start a new application • Credit transfer	
Bachelor of Business	2021
Status: Resky to invol Intake: A Trimester, 2021 Complete enrolment	
Do you need to withdraw from your qualification? Apply to withdraw your qualification. Do you want to defer this qualification? Apply 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).

WAIKATO MyWaikato Support	
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Enrolment 2021	
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Confirm contact details Confirm your contact details, and tell us who to contact in an emergency.	Congress inter-
Complete annual questions This is important information for the University of Walkate and New Zealand Government.	COMMAND INFO
Confirm Subjects Confirm You inside (4) and minor(4). Bachelor of Business No subjects selected	(September 2)
Choose papers Encose the papers you want to take in 2021.	Course for

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.

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Confirm	Paper Selec	tions						
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Use the Select p	papers button to add or r	remove papers. Once you've chosen	all your papers, scroll down and selec	Confirm Papers.				
Bachelor of Mater Assessed	Business							
+ Select pa	II. Title	Trimester	Location	Points	Start Date	End Date	Status/Grade	
No information	n available							
Special perm	nission							*
If you would I Need help? V	like to take a paper but d Vatch our guide on how t	ion't currently meet the requirements	i for it, you can inquest special parmi	sion,				
Helpful info	rmation							2
Full-time stue Each paper h	dy as a point value. If you w	ant to study full time, your papers sh	ould add up to 120 points for the yea	r – usually 60 points in A Trime	ester and 60 points in B Trimester. Fo	r C Trimester, a full-time workload is 4	5 points and for summer Trimesters, a	uli-time worklaad is 30 points.
				Back	Confirm papers			

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.

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Home Qualifications	and Papers Timetable Results Scholarships	Graduation Finance					@ Help 🛛 🛛 Felicia Sasay -
Paper Selec Bachelor of Bu	tions 2021 ^{siness}						() About paper selecti
Choose your papers from	n the lists below. These lists contain the papers you	need for your qualification. You should have no more than 60 points i	n either A or B Trimester. 120 points is a	full-time load over A and B	rimester.		
O Not sure of your pa Check the degree plan	pers? mer and watch our video on paper selection. Reme	mber that you are only selecting papers appropriate to your current ye	ar of study. Where papers are listed as o	ompulsory you will need to t	ave completed all of these pap	ers by the end of your o	suellification.
Recommend	ded Papers						
To help you get started s	with choosing papers for your first year of study, fir	d recommended papers below					
Choose your Progra	imme of Study						
		Papers for the Bachelor of Business	v	User Help: Select these B	achelor of Business papers if yo	u are majoring in Accou	inting.
		Papers for the Accounting Major	>	User Help: Select these p	opers for the major in Accountin	16-	
Recommended Pap	az						
The recommended pa is only one option for	pers below are based on the selections you made t that paper, Click Next to select your remaining pap	or your degree and subjects. Dropdown boxes indicate options that your ers.	u can choose from for Trimester (defaultr	ed to A) and location. You ca	n change these selections by cl	icking on the dropdowr	arrows. If there is no dropdown box then there
Paper Code	Name		Year	Trimester 0	Location	Points	Delivery mode
ACCTN101	Accounting for Management		2021	A.	HAM	15	OnCampus
ACCTN102	Introductory Financial Accounting		2021	AY	HAM	15	OnCampus
ECONS101	Business Economics and the New Zeal	and Economy	2021	AV	HAM	15	OnCampus
FINAN101	Introduction to Finance		2021		HAM	15	OnCampus
STMGT101	Introduction to Management		2021	BV	HAM	15	OnCampus
			Next				

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

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

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ENGEN101	Engineering Maths and Modelling 1A	8	В	HAM	15.00	OnCampus	Ad
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ENGEN102	Engineering Maths and Modelling 1B	i	В	TGA	15.00	OnCampus	Ad
MATHS102	Introduction to Algebra	a	В	HAM	15.00	OnCampus	Ad
MATHS135	Discrete Structures		В	HAM	15.00	OnCampus	Ad
MATHS135	Discrete Structures		в	TGA	15.00	OnCampus	Ad
MATHS168	Preparatory Mathemat	tics	В	НАМ	15.00	OnCampus	Ad
					Sho	wing 1 to 7 of	7 entri
				10	the Branch		

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	Č.			
	Search all lists	Maths168		Search
Code	11 Name		Points	Locate
MATHS168	Preparatory N	Nathematics	15.00	Locate
				Showing 1 to 1 of 1 entries
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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.

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Calenda	e for March	2021						Timeta	ble for MST Code - LEC (N Mori	ow showing dates 01/Mar/2021 to 07/Mar/2021) Tae	Wed	The	fei
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When you're happy with your papers, select **Next**.

Selected p	apers						
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Code 💵	Title	Year	Trimester	Location	Points	Ŵ	~
ACCTN101	Accounting for Management	2021	A	НАМ	15	Ū	*
ACCTN102	Introductory Financial Accounting	2021	A	НАМ	15	Ū	V
ECONS101	Business Economics and the New Zealand Economy	2021	А	HAM	15	U	¥
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Points select	ed/completed		N/A	60	0		1
Level 100			0 - 135	60	D		1

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

Confirm F	Paper Selections		_					
Choose and co	nfirm your papers for 2021							
Use the Select pa	apers button to add or remove papers. Once you've chosen all	your papers, scroll down and sel	ect Confirm Papers.					
Bachelor of B Major: Accounting	Business							
+ Select pap	pers							
Code	L 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	Α	HAM	15	01/Mar/2021	27/Jun/2021	Pending	
ECONS101	Business Economics and the New Zealand Economy	А	HAM	15	01/Mar/2021	27/Jun/2021	Pending	
FINAN101	Introduction to Finance	A	HAM	15	01/Mar/2021	27/Jun/2021	Pending.	
Special permi	ission							
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		Back	Co	nfirm papers				

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

hoose and co	onfirm your pape	Enrolment declaration					
e the Select p Bachelor of I Major Accounting	apers button to ac Business	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.					
+ Select pa	pers	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.					
Code	🕼 Title	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					
ACCTN101	Accounting fo	information, in the terms provided for under the Privacy Act 1993,	Pending				
ACCTN102	02 Introductory Jalso 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						
ECONS101 Business Econ		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.					
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Helpful infor	mation						

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.

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Home Qualifications and Papers Timetable	Exams and Results Graduation	Finance					\varTheta Gina Thomas 🕶
Qualifications and Pape • Start a new application	ers						
Bachelor of Arts Major: Anthropology							2018
Status: Enrolment approved Complete enrolment							
Code 👫 Title		Semester	Location	Points	Start Date	End Date	Status

On the next screen, select Next.

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Home Qualifications and Papers Timetable Results Scholarships Graduation Finance	@ Help 🛛 😧 Felicia Sassy +
Enrolment 2021	
Welcome to your enrolment Felicia Sassy	
Nearly There Accept Enrolment Agreement Indicate your preferred payment option and then accept your Enrolment Agreement for 2021.	Next >

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	
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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).



NEW ZEALAND

KO TE TANGATA For the people

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