



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

NEW ZEALAND

INTERNATIONAL STUDENT ENROLMENT GUIDE

On-campus
Students



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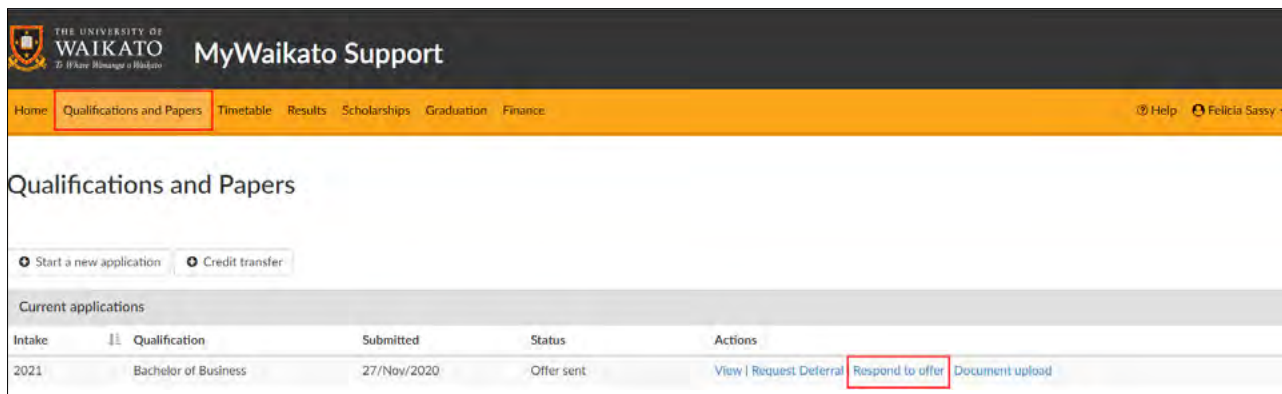
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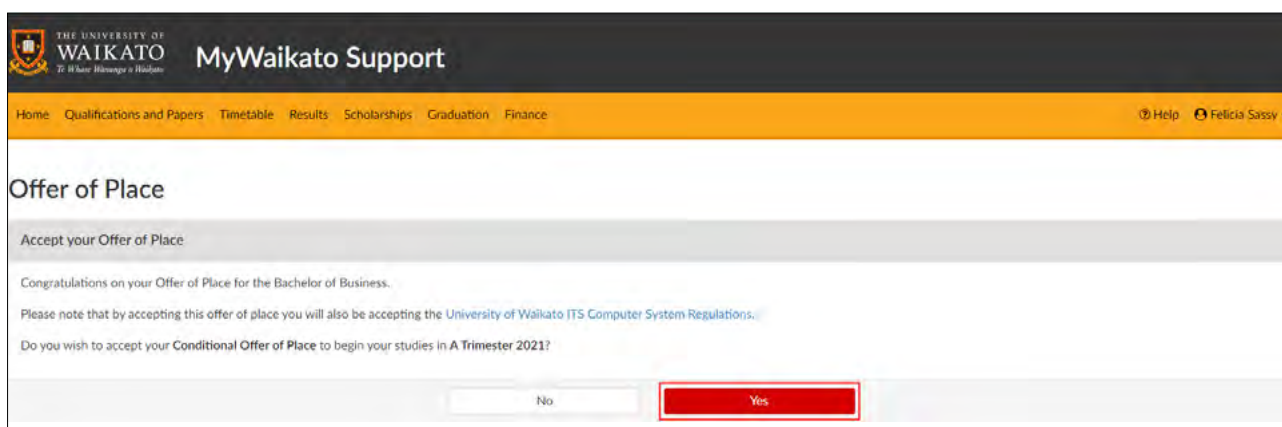
STEP 1: ACCEPT YOUR OFFER OF PLACE

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.

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 MyWaikato Support website. The header includes the University of Waikato logo and navigation links: Home, Qualifications and Papers, Timetable, Results, Scholarships, Graduation, Finance. The 'Qualifications and Papers' section is active. Below the header, there are links for 'Start a new application' and 'Credit transfer'. The main content area shows 'Bachelor of Business' for the year '2021'. The status is 'Ready to enrol' with an intake of 'A Trimester, 2021'. A red box highlights the 'Complete enrolment' button. Below this, 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' section of the MyWaikato Support website. The header is the same as the previous screenshot. The main content area is titled 'Enrolment 2021' and includes a welcome message for 'Felicia Sassy'. The steps to complete enrolment are outlined in red boxes: 'Confirm personal details', 'Confirm contact details', 'Complete annual questions', 'Confirm Subjects', and 'Choose papers'. The 'Confirm Subjects' section shows 'Bachelor of Business' and 'No subject(s) selected'. The 'Choose papers' section shows 'Choose the papers you want to take in 2021'. On the right side, there are links for 'Continue Enrolment' and 'Need Help?'. A red box highlights the 'Need Help?' link.

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 is for a Bachelor of Business student. It features a '+ Select papers' button, a table with columns for Code, Title, Trimester, Location, Points, Start Date, End Date, and Status/Grade, and sections for 'Special permission' and 'Helpful information'. At the bottom 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
 User Help: Select these Bachelor of Business papers if you are majoring in Accounting.

Papers for the Accounting Major
 User Help: Select these papers for the major in Accounting.

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
 Choose your papers from the lists on the left. 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.

Global search: Search all lists | Search papers by code | Search

By information regarding the Accounting Major, please select for Accounting:

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

View List

Electives for Accounting as a Major
 Choose 30 points from this list over the course of your qualification. BBA and BBA(Hon) students can count one of ECON101, ECON102 or STMG101 in place of 15 points from this list.

View List

Information by the Bachelor of Business:

Compulsory for the Bachelor of Business
 Choose 30 points of Business Economics degrees, ECON101, ECON102 and no appropriate 301 level (Hon) required (covering paper code list). If you're taking 2 majors, choose one of the 301 level papers from this list.

View List

Electives
 If you're taking 2 majors choose a minimum of 30 points from this list. If you're taking a major and a minor choose a minimum of 30 points.

View List

Search by paper code or title:
 Search

Code	Title	Trimester	Location	Points	Mode	Add
ACCTN101	Accounting for Management	A	HAM	15.00	OnCampus	Add
ACCTN102	Introductory Financial Accounting	A	HAM	15.00	OnCampus	Add
ECON101	Business Economics and the New Zealand Economy	A	HAM	15.00	OnCampus	Add
FINAN101	Introduction to Finance	A	HAM	15.00	OnCampus	Add
STMG101	Introduction to Management	B	HAM	15.00	OnCampus	Add

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Selected papers

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

Status

Required	Current	✓
Academic level required	Academic level	✓
Level 100	0 - 120	✓

View Timetable

Next

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

Search by paper code or title

[Hide advanced](#)

Trimester

B

Add

Del

Level

1

Add

Del

Search criteria

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 all lists

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.



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MyWaikato Support

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[Graduation](#)
[Privacy](#)

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 (46) 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	We	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)

42/9	Mon	Tue	Wed	Thu	Fri
08:00					
09:00			ECOKN05 21A 09:00 - 11:00 Lecture 2 Hamilton PWC		
10:00	ECOKN05 21A 10:00 - 11:00 Lecture 1 Hamilton PWC				
11:00			PPKN005 21A 11:00 - 12:00 Lecture 1 Hamilton PWC		PPKN005 21A 11:00 - 12:00 Lecture 2 Hamilton PWC
12:00			ACCTN005 21A 12:00 - 13:00 Lecture 2 Hamilton PWC		
13:00	ACCTN005 21A 13:00 - 14:00 Lecture 1 Hamilton PWC				ACCTN005 21A 13:00 - 14:00 Lecture 1 Hamilton LGDR

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			

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

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 top navigation bar includes links for Home, Qualifications and Papers, Timetable, Exams and Results, Graduation, and Finance. The user is logged in as Gina Thomas. The main section 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 top navigation bar includes links for Home, Qualifications and Papers, Timetable, Results, Scholarships, Graduation, and Finance. The user is logged in as Felicia Sassy. The main section is titled 'Enrolment 2021' and features a welcome message: 'Welcome to your enrolment Felicia Sassy'. Below this, a red box highlights the 'Next' button. The text 'Nearly There' is displayed above the 'Accept Enrolment Agreement' section, which includes a note: 'Indicate your preferred payment option and then accept your Enrolment Agreement for 2021.'

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 scanned or hard copy of your passport to verify your enrolment.
- Academic Order Study Documents required: you will need to provide an original or scanned hard copy of your New Zealand Certificate in order 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 via the student loan. If you plan to use a different payment option, touch an enrolment agreement, sign and return your Enrolment Agreement, and make your payment.

If any of the papers in 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	ECTS	Tuition fees	Resource charges
School of Business						
ACCTN101 Accounting for Management	01-Mar-2023	30-Jun-2023	15	0.8250	\$3,783.00	\$0.00
ACCTN102 Introductory Financial Accounting	01-Mar-2023	30-Jun-2023	15	0.8250	\$3,783.00	\$0.00
ACCTN103 Business Economics and the New Zealand Economy	01-Mar-2023	30-Jun-2023	15	0.8250	\$3,783.00	\$0.00
FINAN101 Introduction to Finance	01-Mar-2023	30-Jun-2023	15	0.8250	\$3,783.00	\$0.00
Tuition					40	\$15,132.00
Fees						\$0.00
Student Fees						\$14,133.00
Student Services Fee						\$749.00
Medical Insurance						\$200.00
Total Amount Due						\$15,133.00

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

☒ I will pay the fees and charges by **Credit Card**

Waikato Students' Union membership (optional)

☐ I do NOT wish to join the Waikato Students' Union membership. ☐ I wish to join the Waikato Students' Union membership.

Confirm

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
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