



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

NEW ZEALAND

INTERNATIONAL STUDENT ENROLMENT GUIDE

Online Students



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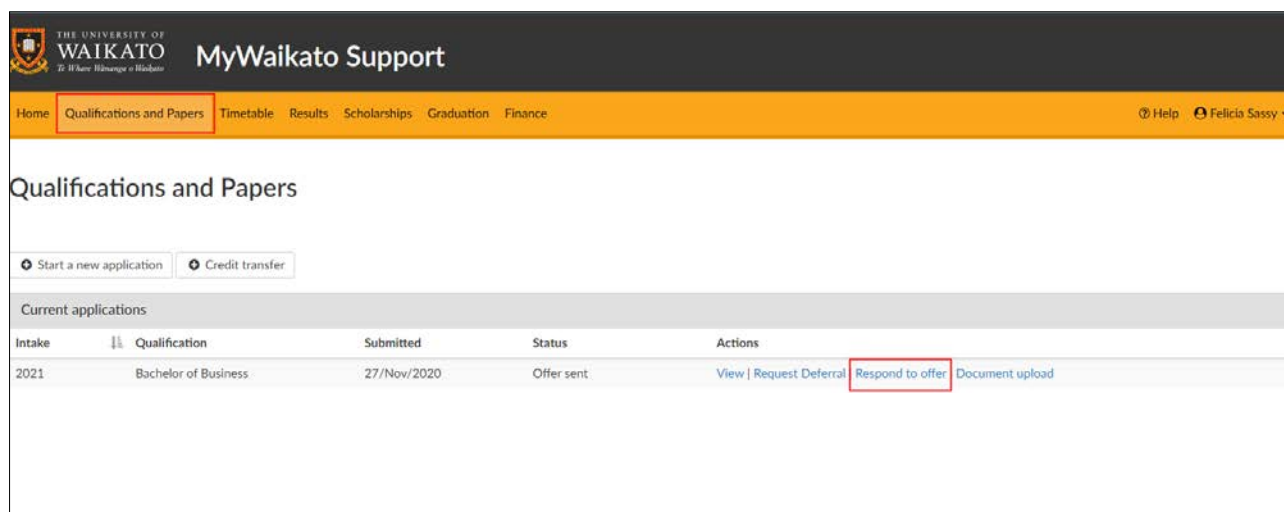


STEP 1: ACCEPT YOUR OFFER OF PLACE

You have been sent an Online Offer of Place to the email address you used to create your account (or from your authorised agent). This means you have been given a place at the University of Waikato. You will need to follow the steps below to accept your offer of place. If you have an authorised agent you will need to ask them to accept your offer on your behalf.

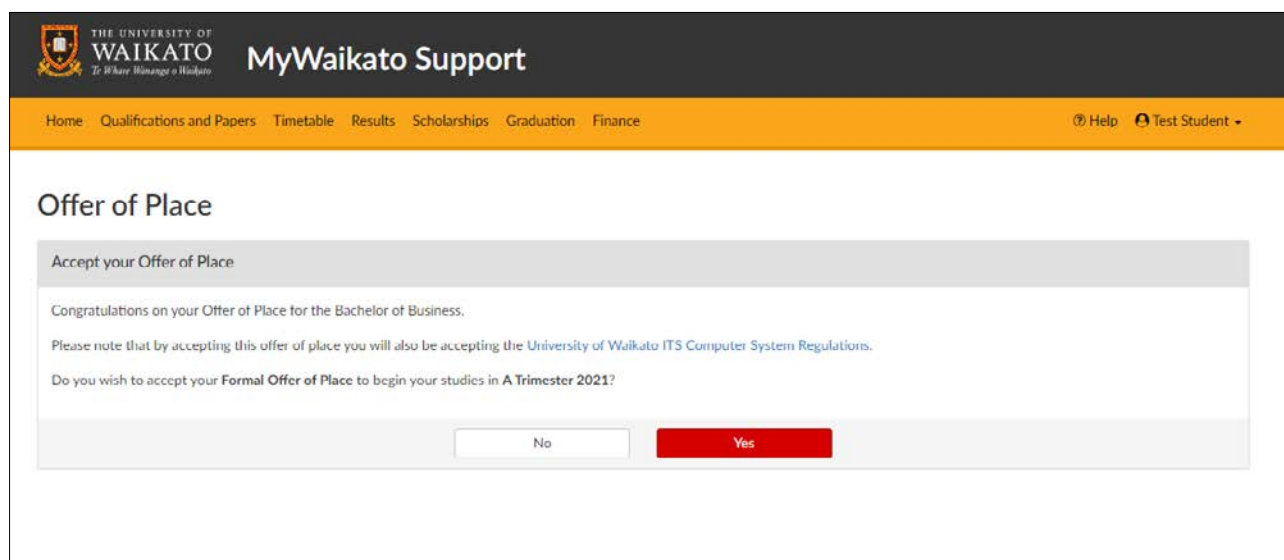
Note: You do not need to provide outstanding verified documents (please check your offer of place to confirm) until Step 4.

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



The screenshot shows the 'Qualifications and Papers' page in MyWaikato Support. The page has a dark header with the University of Waikato logo and 'MyWaikato Support' text. Below the header is a navigation bar with links: Home, Qualifications and Papers (highlighted), Timetable, Results, Scholarships, Graduation, and Finance. On the right of the navigation bar are 'Help' and 'Felicia Sassy' user options. The main content area is titled 'Qualifications and Papers' and contains two buttons: 'Start a new application' and 'Credit transfer'. Below these is a table titled 'Current applications' with columns: Intake, Qualification, Submitted, Status, and Actions. A row is visible for Intake '2021', Qualification 'Bachelor of Business', Submitted '27/Nov/2020', and Status 'Offer sent'. The Actions column for this row contains 'View | Request Deferral', 'Respond to offer' (highlighted with a red box), and 'Document upload'.

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

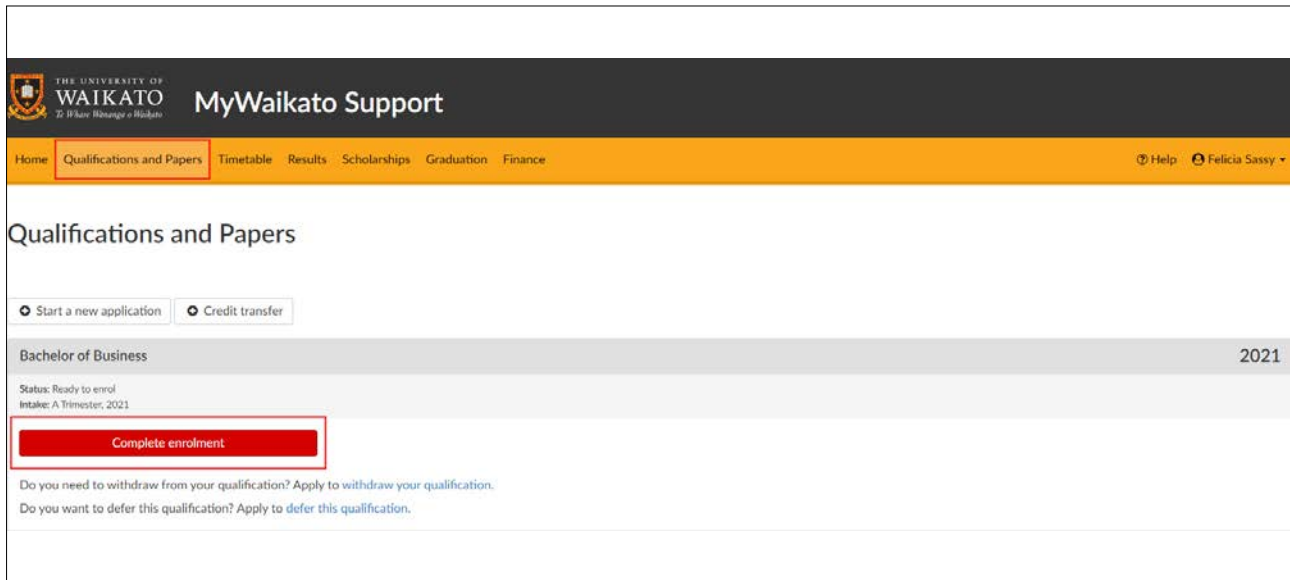


The screenshot shows the 'Offer of Place' page in MyWaikato Support. The page has a dark header with the University of Waikato logo and 'MyWaikato Support' text. Below the header is a navigation bar with links: Home, Qualifications and Papers, Timetable, Results, Scholarships, Graduation, and Finance. On the right of the navigation bar are 'Help' and 'Test Student' user options. The main content area is titled 'Offer of Place' and contains a section titled 'Accept your Offer of Place'. The text in this section 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 Formal Offer of Place to begin your studies in A Trimester 2021?'. At the bottom of this section are two buttons: 'No' and 'Yes' (highlighted with a red box).

STEP 2: BEGIN ENROLMENT

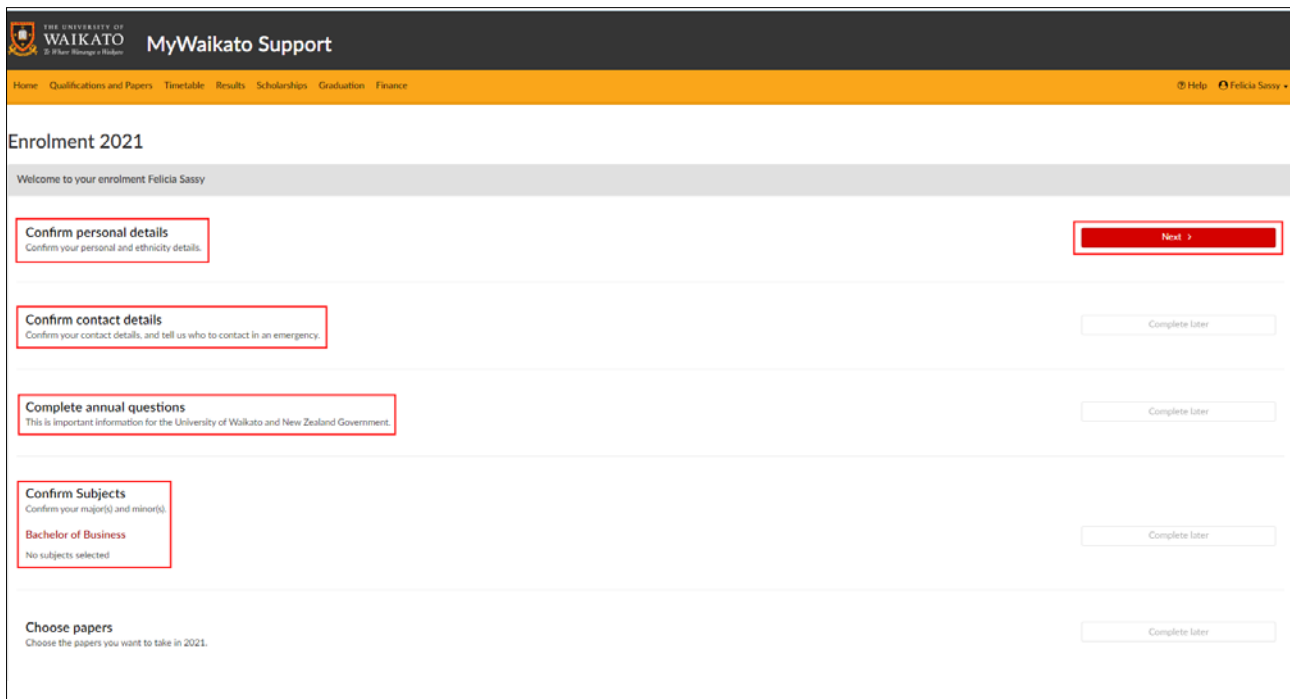
To complete your enrolment:

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



The screenshot shows the 'Qualifications and Papers' page on MyWaikato Support. The user is logged in as Felicia Sassy. The page title is 'Qualifications and Papers'. There are two buttons: 'Start a new application' and 'Credit transfer'. Below these, the user's qualification is listed as 'Bachelor of Business' for the year '2021'. The status is 'Ready to enrol' and the intake is 'A Trimester, 2021'. A red box highlights the 'Complete enrolment' button. Below the button, there are two links: 'Do you need to withdraw from your qualification? Apply to withdraw your qualification.' and 'Do you want to defer this qualification? Apply to defer this qualification.'

4. 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 MyWaikato Support. The user is logged in as Felicia Sassy. The page title is 'Enrolment 2021'. There are five sections, each with a red box around the title and a 'Complete later' button:

- Confirm personal details**: Confirm your personal and ethnicity details. A red box highlights the title and a 'Next >' button is visible.
- Confirm contact details**: Confirm your contact details, and tell us who to contact in an emergency. A 'Complete later' button is visible.
- Complete annual questions**: This is important information for the University of Waikato and New Zealand Government. A 'Complete later' button is visible.
- Confirm Subjects**: Confirm your major(s) and minor(s). Under 'Bachelor of Business', it says 'No subjects selected'. A 'Complete later' button is visible.
- Choose papers**: Choose the papers you want to take in 2021. A 'Complete later' button is visible.

STEP 3: SELECT YOUR PAPERS

You may have been in contact with a programme advisor and may already know which papers (courses) to add for your upcoming trimester(s).

If this is not the case, and you would like to go through your options of which papers you can choose, please contact our Student Centre on +64 7 838 4176 or email info@waikato.ac.nz

Please note if you are enrolling in a bachelor's degree and have been awarded credit from prior study, then you will need to contact your Division for assistance with selecting your papers.

Contact details for each Division are listed at this link: waikato.ac.nz/contacts/divisions

Once you know what papers to add, select **Complete now**, and then select **Add/Modify Papers**.

The screenshot shows the 'MyWaikato Support' interface. The main heading is 'Confirm Paper Selections'. Below this, there is a section for 'Bachelor of Business' with the major 'Accounting'. A red box highlights a '+ Select papers' button. Below the button is a table with the following columns: Code, Title, Trimester, Location, Points, Start Date, End Date, and Status/Grade. The table currently contains the text 'No information available'. Below the table are two expandable sections: 'Special permission' and 'Helpful information'. The 'Special permission' section includes a link to request special permissions and a link to a guide on how to apply for special permission. The 'Helpful information' section includes a section on 'Full-time study' with details on point values for different trimesters. 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 on shore (New Zealand).
- Students who are studying online will need to select papers in either 'Flexi' or 'Online' 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 its 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
ECONS101	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 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 here
 Search

For information regarding the Accounting Major, please refer to Accounting.

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

AND

Electives for Accounting as a Major
 Choose all papers from this list over the course of your qualification. BSc and BSc(Hon) students also must select at least one of MATH101, MATH102 or MATH103 as papers of 15 points from this list.

View List

Information on the Bachelor of Business

Compulsory for the Bachelor of Business
 Choose all papers of Business Foundation papers, ECON101, FINAN101 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 2 majors, choose a maximum of 120 points from this list. If you're taking a paper and a minor, choose a maximum of 60 points.

View List

Search by paper code or title
 MATH101
 Show advanced
 Search

Code	Title	Trimester	Location	Points	Mode	ADD
MATH101	Preparatory Mathematics	A	HAM	15.00	OnCampus	ADD
MATH102	Preparatory Mathematics	B	HAM	15.00	OnCampus	ADD

Showing 1 of 2 of 2 entries
 First Previous Next Last

All my papers
 No papers from this list selected
 All my points: 0/120

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	✓
ECONS101	Business Economics and the New Zealand Economy	2021	A	HAM	15	OnCampus	ADD	✓
FINAN101	Introduction to Finance	2021	A	HAM	15	OnCampus	ADD	✓
MATH101	Preparatory Mathematics	2021	B	HAM	15	OnCampus	ADD	✓
STMG101	Introduction to Management	2021	B	HAM	15	OnCampus	ADD	✓

Stats

	Required	Current	✓
Papers selected/length	1/5	0	✓
Level 100	0 - 150	0	✓

View Trimester
Next

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

Search by paper code or title

[Hide advanced](#)

Code	Title	Trimester	Location	Points	Mode	Add
ENGEN101	Engineering Maths and Modelling 1A	B	HAM	15.00	OnCampus	<input style="background-color: #d9534f; color: white; padding: 2px 5px;" type="button" value="Add"/>
ENGEN102	Engineering Maths and Modelling 1B	B	HAM	15.00	OnCampus	<input style="background-color: #d9534f; color: white; padding: 2px 5px;" type="button" value="Add"/>
ENGEN102	Engineering Maths and Modelling 1B	B	TGA	15.00	OnCampus	<input style="background-color: #d9534f; color: white; padding: 2px 5px;" type="button" value="Add"/>
MATHS102	Introduction to Algebra	B	HAM	15.00	OnCampus	<input style="background-color: #d9534f; color: white; padding: 2px 5px;" type="button" value="Add"/>
MATHS135	Discrete Structures	B	HAM	15.00	OnCampus	<input style="background-color: #d9534f; color: white; padding: 2px 5px;" type="button" value="Add"/>
MATHS135	Discrete Structures	B	TGA	15.00	OnCampus	<input style="background-color: #d9534f; color: white; padding: 2px 5px;" type="button" value="Add"/>
MATHS168	Preparatory Mathematics	B	HAM	15.00	OnCampus	<input style="background-color: #d9534f; color: white; padding: 2px 5px;" type="button" value="Add"/>

Showing 1 to 7 of 7 entries

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

Code	Name	Points	Locate
MATHS168	Preparatory Mathematics	15.00	<input style="background-color: #d9534f; color: white; padding: 2px 5px;" type="button" value="Locate"/>

Showing 1 to 1 of 1 entries

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

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 my University dates.
 Please check your timetable regularly as times and/or rooms can change.
 The current week (4th) 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 - 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 L,CGM	

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**.

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.

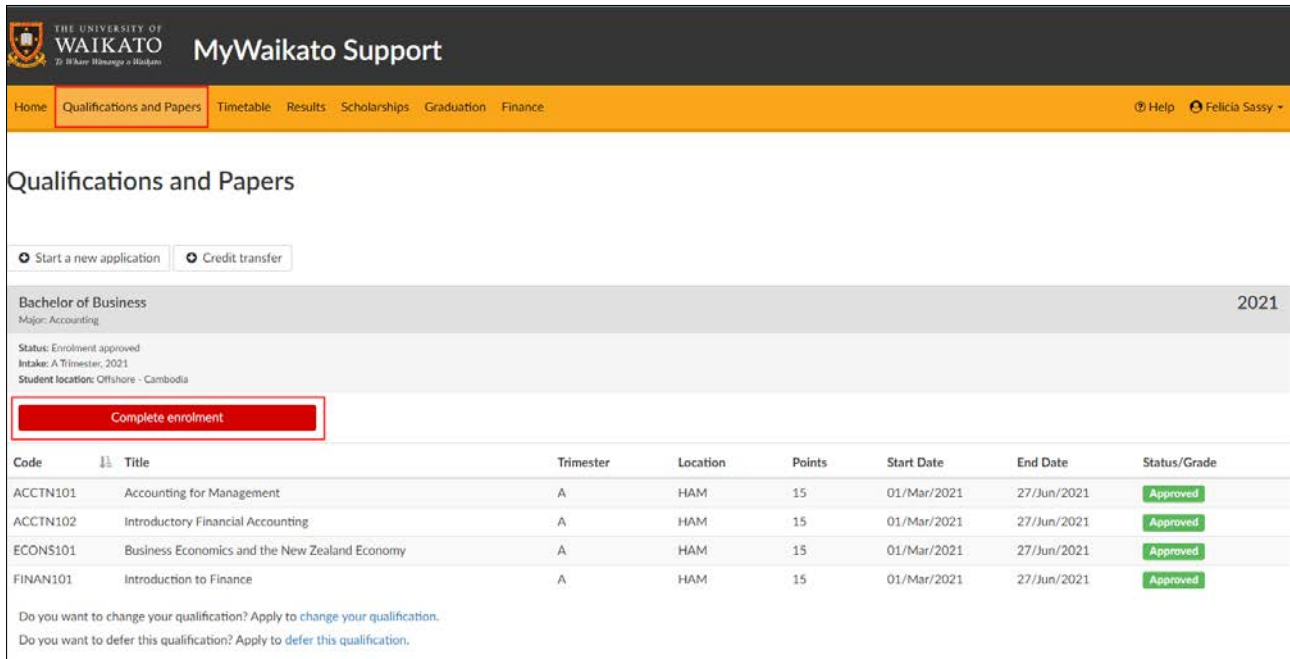
Cancel **Agree and Submit**

Now you've submitted your enrolment to the University for approval.

If you would like to take a paper but don't currently meet the requirements for it, you can request special permission.

STEP 4: ACCEPT YOUR ENROLMENT AGREEMENT

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



Qualifications and Papers

Start a new application | Credit transfer

Bachelor of Business 2021
Major: Accounting

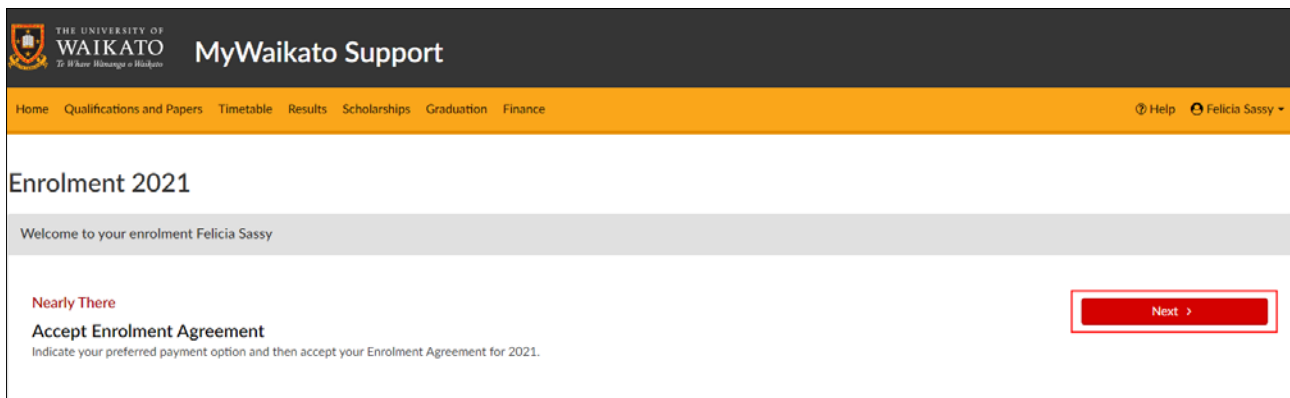
Status: Enrolment approved
Intake: A Trimester, 2021
Student location: Offshore - Cambodia

Complete enrolment

Code	Title	Trimester	Location	Points	Start Date	End Date	Status/Grade
ACCTN101	Accounting for Management	A	HAM	15	01/Mar/2021	27/Jun/2021	Approved
ACCTN102	Introductory Financial Accounting	A	HAM	15	01/Mar/2021	27/Jun/2021	Approved
ECON5101	Business Economics and the New Zealand Economy	A	HAM	15	01/Mar/2021	27/Jun/2021	Approved
FINAN101	Introduction to Finance	A	HAM	15	01/Mar/2021	27/Jun/2021	Approved

Do you want to change your qualification? Apply to [change your qualification](#).
Do you want to defer this qualification? Apply to [defer this qualification](#).

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



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 outstanding verified documents, as outlined in your offer or displayed in the red banner (as shown below), you will need to provide these before you can complete this step.

Enrolment Agreement

Other

- Qualification Enrolment Agreement required
- This will need to provide a student verified copy of your passport in order to complete your online enrolment
- Student Online Study Enrolment Agreement required
- This will need to provide an original or a recent verified copy of your Student ID, School Certificate in order to complete your online 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 your fees by student loan. If you prefer to use a different payment method, such as cheque, please print, sign and return your Enrolment Agreement, and make your payment.

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

Code	Start Date	End Date	Periods	ECTS	Tuition fees	Resource charges
Qualification of Business						
ACC70022: Accounting for Management 2021 A Semester: Inaugural	01-Mar-2021	27-Jun-2021	15	0.250	\$1,763.00	\$0.00
ACCTM50: Introductory Financial Accounting 2021 A Semester: Inaugural	01-Mar-2021	27-Jun-2021	15	0.250	\$1,763.00	\$0.00
ECEN0021: Business Economics and the New Zealand Economy 2021 A Semester: Inaugural	01-Mar-2021	27-Jun-2021	15	0.250	\$1,763.00	\$0.00
FINAN214: Introduction to Finance 2021 A Semester: Inaugural	01-Mar-2021	27-Jun-2021	15	0.250	\$1,763.00	\$0.00
Totals			60	0.000	\$11,111.00	\$0.00

Fees

	Amount	Total
Student Fees		\$11,111.00
Student Services Fee		\$174.00
Medical Insurance		\$317.00
Total Amount Due		\$11,402.00

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 change my enrolment.

Payment options

I will pay the fees and charges by:

As you can confirm your card with the University we will proceed. The payment method you select is subject to financial and other checks and may require you to provide further information to complete your enrolment.

Waikato Students' Union membership (optional)

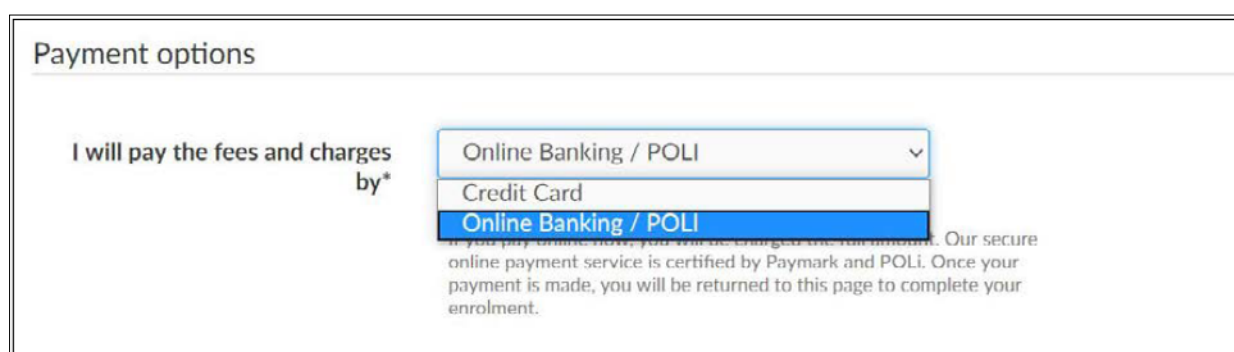
I do NOT wish to join the Waikato Students' Union (compulsory membership is free)

STEP 5: PAYMENT OF FEES

To complete your enrolment online, you must pay your tuition fees. The options for making your payment are:

- Credit Card
- Online Banking/POLI
- Online Transfer (Western Union or Flywire)
- Telegraphic Transfer
- Bank Cheque/Draft

In MyWaikato you will be able to select to pay by Credit Card or Online Banking/POLI - as shown below:



Payment options

I will pay the fees and charges by*

Online Banking / POLI

Credit Card

Online Banking / POLI

Our secure online payment service is certified by Paymark and POLI. Once your payment is made, you will be returned to this page to complete your enrolment.

Please follow the prompts to complete the payment.

If you are wanting to pay by Credit Card or Online Banking/POLI you will need to provide any outstanding verified documents (as listed in your offer). You can email these to info@waikato.ac.nz - please ensure that you include your student ID number. Please note Online Banking/POLI is only available to students who have a New Zealand bank account.

To pay by:

- Online Transfer (Western Union or Flywire)
- Telegraphic Transfer or
- Bank Cheque/Draft

Please refer to this link for more information: [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 Enrolment Agreement 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.

Once we have received your payment, you can return to your Enrolment Agreement and tick the "I accept this Enrolment Agreement" and then click on "Confirm".

Once we have the confirmation of your enrolment, we will send you information on our online orientation and how to get started.

Congratulations! You're now officially enrolled at the University of Waikato.

Need help?

If you need help completing any steps, contact our Student Centre team at info@waikato.ac.nz or on +64 7 807 9275



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato
NEW ZEALAND

KO TE TANGATA
FOR THE PEOPLE

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