CONTENTS

Step 1: Accept your Offer of Place .......................................................................................................................................................... 2
Step 2: Begin Enrolment........................................................................................................................................................................ 3
Step 3: Select your papers ........................................................................................................................................................................ 4
Step 4: Accept your Enrolment Agreement ........................................................................................................................................ 9
Step 5: Payment of fees........................................................................................................................................................................... 11
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.

![MyWaikato Support](image1)

To accept your Offer of Place, select Yes.

![Offer of Place](image2)
STEP 2: BEGIN ENROLMENT

To complete your enrolment:

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

4. Complete each of the steps in the order they appear on the screen (please ensure you complete all sections outlined in red).
STEP 3: SELECT YOUR PAPERS

Information regarding the online papers that you should select will vary depending on which programme you are enrolling in. First you will need to refer to this link: waikato.ac.nz/international/how-to-enrol-on-campus/online-study-paper-selection

If you see your programme listed here then use the drop-down arrow to see which papers you will need to add. You will need to make sure you are looking at the correct major.

If you do not see your programme listed at the above link, or 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.

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 (e.g. 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.

As you add papers, they will appear under Selected papers on the right hand side of the screen.
You can filter papers in each list using the **Advanced search** tool.

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

When you're happy with your papers, select Next.
On your Confirm Paper Selections screen, double check your list of chosen papers, then select Confirm Papers.

![Confirm Paper Selections](image)

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

![Confirm Paper Selections](image)

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.

On the next screen, select 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.
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](image)

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](http://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.