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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.

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

![MyWaikato Support interface](image)

To accept your Offer of Place, select Yes.

![Offer of Place interface](image)
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 (if applicable)

If you are enrolling in a bachelor’s degree*, the Master of Business and Management, or the Master of Professional Accounting you can skip this step and proceed to Step 4. All other students can proceed with the following steps.

Select Complete now, and then select Add/Modify Papers.

*Students who are enrolling in a bachelor’s degree AND have been awarded credit from prior study, can also skip this step.

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.

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.

Finally, read the Enrolment declaration and then select 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.

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 further documents you need to provide prior to completing your enrolment, this will be displayed at the top of the screen.

![Enrolment Agreement form](image)
Step 5: Payment of fees

To complete your enrolment online, you must pay your tuition fees. On the Enrolment Agreement, you will be asked to tell us how you are going to pay.

The options are:

- Credit card
- Online transfer

Please follow the prompts to complete the payment. If these options do not suit, there are alternative payment options:

- Telegraphic transfer
- Bank cheque/draft

If you wish to choose one of these alternative options, visit our How to Accept and Pay Fees page on our website: [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