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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’

Complete each of the steps in the order they appear on the screen (please ensure you complete all sections outlined in red).
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.

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.

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.
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.

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 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.

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.

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.

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).