

GET IN TOUCH



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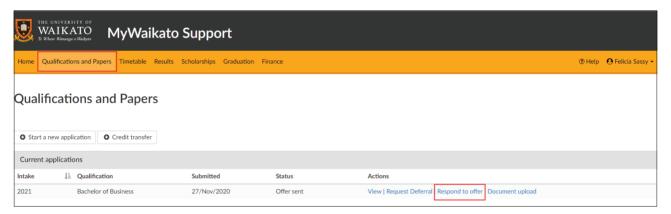
STEP 1: ACCEPT YOUR OFFER OF PLACE

You will be sent a formal or conditional Offer of Place to the email address you used to create your account (or from your authorised agent). 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

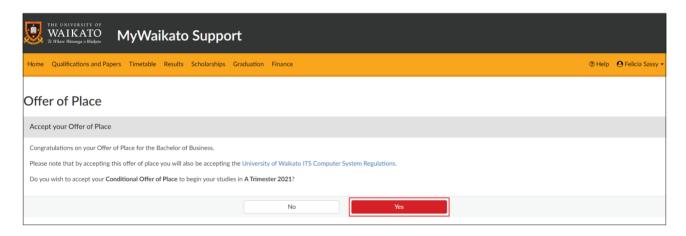
If you hold a conditional Offer of Place you will need to meet the conditions and upload supporting evidence to your application via your MyWaikato portal. If you have an authorised agent ask them to upload supporting evidence on your behalf. An updated formal Offer of Place will be issued to you once you have provided evidence of meeting the conditions.

Note: You do not need to provide outstanding verified document (please check your offer of place to confirm) until you are ready to accept your Enrolment Agreement.

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



To accept your Offer of Place, select Yes.



STEP 2: PRE-PAY YOUR TUITION FEES

You will be required to pre-pay your tuition fees as part of the student visa application process. You should pay the required amount, which is the fee for the first year of study or the first programme of study listed on your pathway offer. Please ensure your student ID and full name are clearly shown in payment transfer documents.

The options for making your payment are:

- Credit Card (in-person at our Student Centre)
- Online transfer (Western Union or Flywire)
- · Telegraphic transfer

Note: Flywire is only available to students with an offshore bank account

Please refer to this link for more information on how to pay your fees: waikato.ac.nz/international/how-to-accept-and-pay-fees

Please ensure you pay the amount that is quoted on your offer letter 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.

A receipt will be sent to you once payment is received. You will need the tuition fee receipt to apply for your student visa.

STEP 3: APPLY FOR YOUR STUDENT VISA

As an international student, you will need to obtain a student visa before you begin your studies in face to face (on-campus) mode. As an onshore student, you must pay your tuition fees before applying for a student visa. Once you have made your tuition fee payment, we will issue you a receipt to be used as part of your visa application.

Approval to enrol at the University of Waikato does not automatically qualify you for a student visa. We suggest you start the process of applying as soon as possible as failure to obtain the correct visa before your classes start may result in you being unable to study with us.

For more information, please refer to the Immigration New Zealand website at: immigration.govt.nz.

STEP 4: 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.

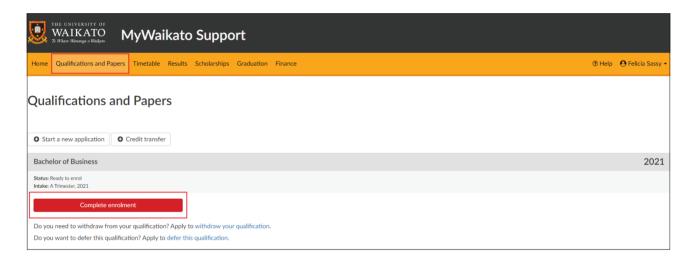


STEP 5: BEGIN ENROLMENT

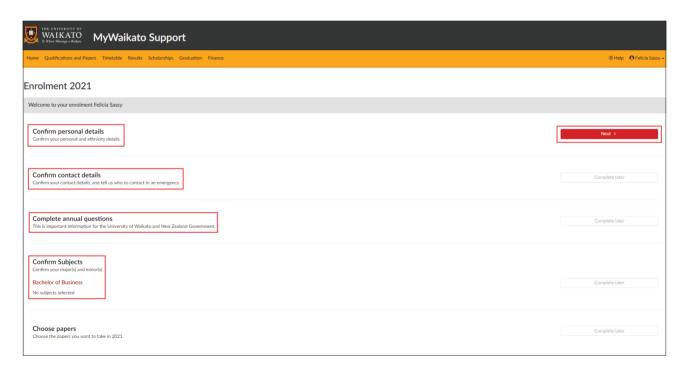
Once enrolment is open (usually the last three months of the previous year), you can begin enrolling. If enrolment isn't open yet, we'll email you to let you know once enrolment is open and ready for you to begin.

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).



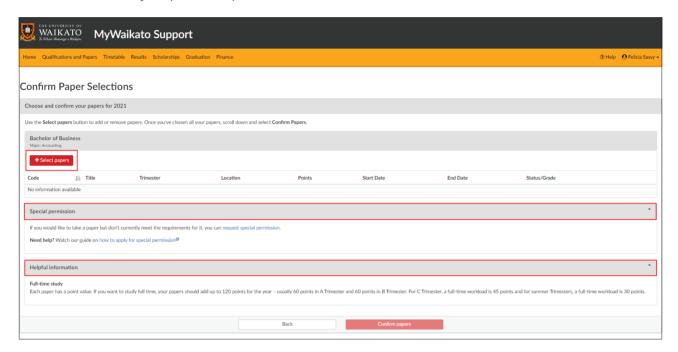
STEP 6: SELECT YOUR PAPERS (IF APPLICABLE)

Complete each of the sections in Step 5, and then 'select papers' under the 'Confirm Paper Selections' screen.

If you are enrolling in a Bachelor's degree*, the Master of Business and Management, or the Master of Professional Accounting, please follow the steps below to select your papers. Otherwise, you will need to meet with a course advisor, once you arrive on campus, to discuss and select your papers. Once you have met with your course advisor you can complete this step and proceed to Step 7. Please go to the Student Centre so that they can advise you on where to go if you need to meet a course advisor to choose your papers.

Complete each of the sections in Step 5, and then 'select papers' under the 'Confirm Paper Selections' screen.

*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.

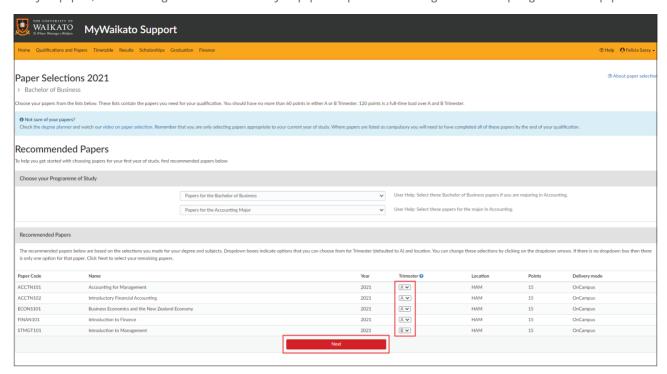


What are the different modes of teaching delivery?

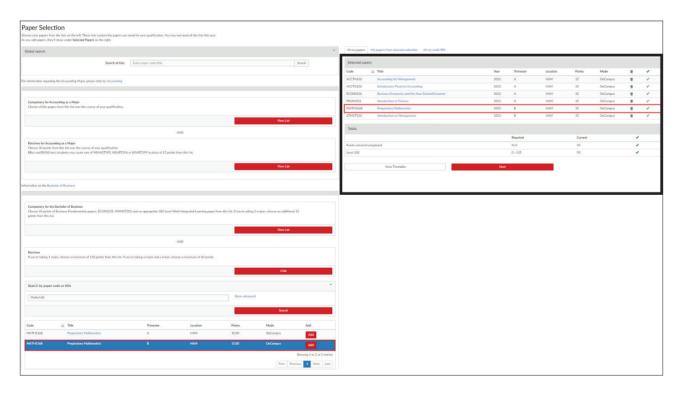
- FLEXI mode learning is available both face-to-face (on-campus) and online.
- Online mode learning can be done from anywhere in the world where you have an internet connection. You will need to meet deadlines for assessment and keep up with the assigned readings, but you can choose to study at the times 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).

*Students who are studying face to face (on-campus) will need to select papers in either 'Flexi' or 'Oncampus' Delivery Mode.

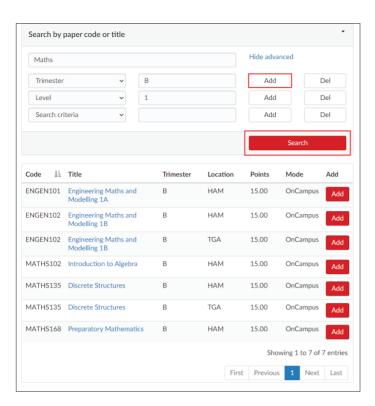
Choose your papers from the lists that appear on the left. These lists contain the papers you need for your qualification. You may not need all the lists this year. You can tell the level of a paper from the paper code. Paper codes that begin with a 1 (eg. ANTHY102) are first year papers, those that begin with a 2 are second year papers. Paper codes that begin with a 5 are postgraduate level papers.



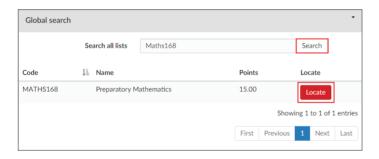
As you add papers, they will appear under **Selected papers** on the right hand side of the screen.



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



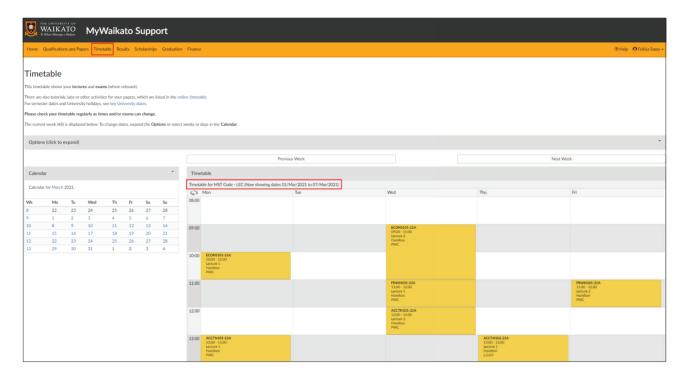
If you know which paper you want to take, but aren't sure which list it might come under, use the **Global search** tool at the top of the screen to find the paper in your lists.



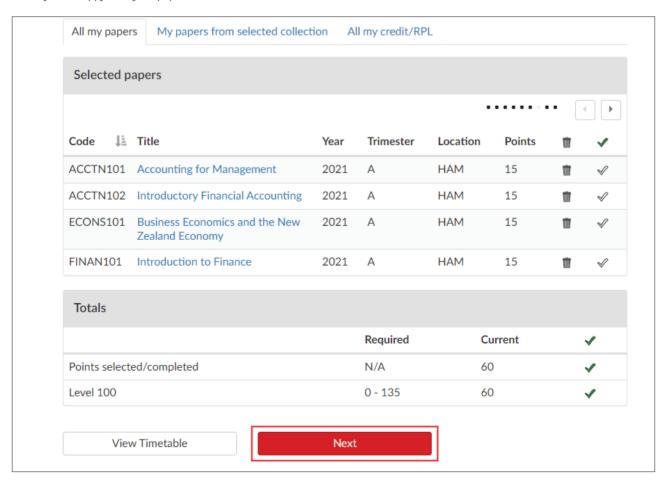
How do I know when I've chosen enough papers?

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.

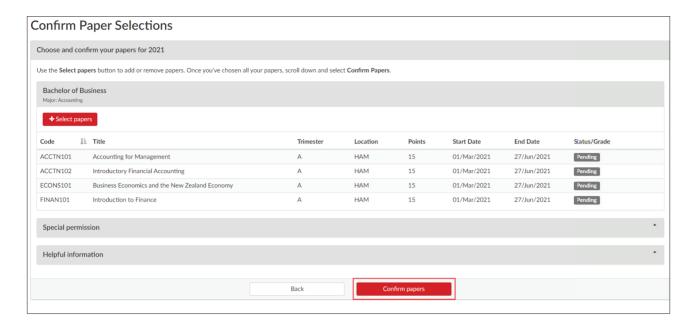
Once you've chosen your papers, select **View timetable** to see your weekly timetable.



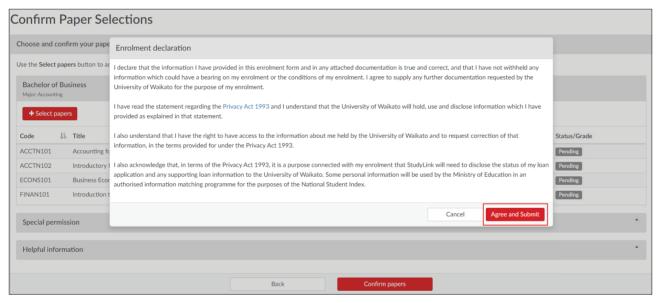
When you're happy with your papers, select **Next**.



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.

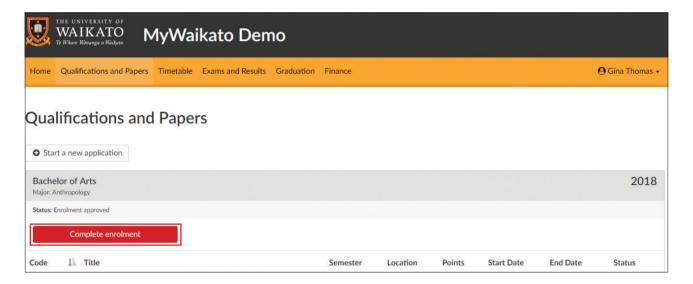
STEP 7: ACCEPT YOUR ENROLMENT AGREEMENT

When you arrive at the University, please report to the Student Centre. Please ensure you bring the following with you:

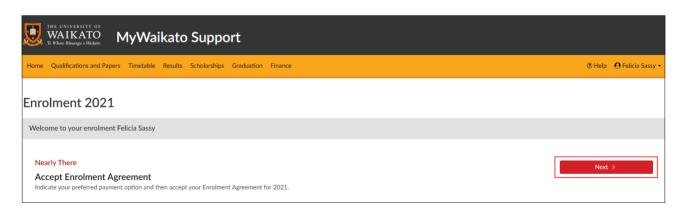
- Your passport
- · Your e-visa (if not already provided)
- Any required verified documents (if required, these will be listed in your Offer of Place)

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.

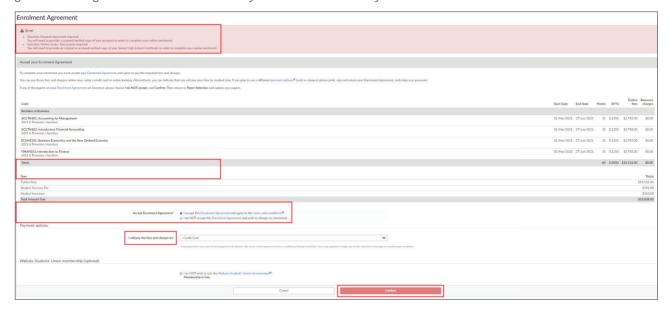


On the next screen, check your qualification and paper details are correct, then tick the I accept this Enrolment Agreement box. If there are any further documents you need to provide prior to completing your enrolment, this will be displayed at the top of the screen.

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 WAIKATC (+64 7 838 4610).



KO TE TANGATA FOR THE PEOPLE

New Zealand

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