



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

NEW ZEALAND

INTERNATIONAL STUDENT ENROLMENT GUIDE

Online Students



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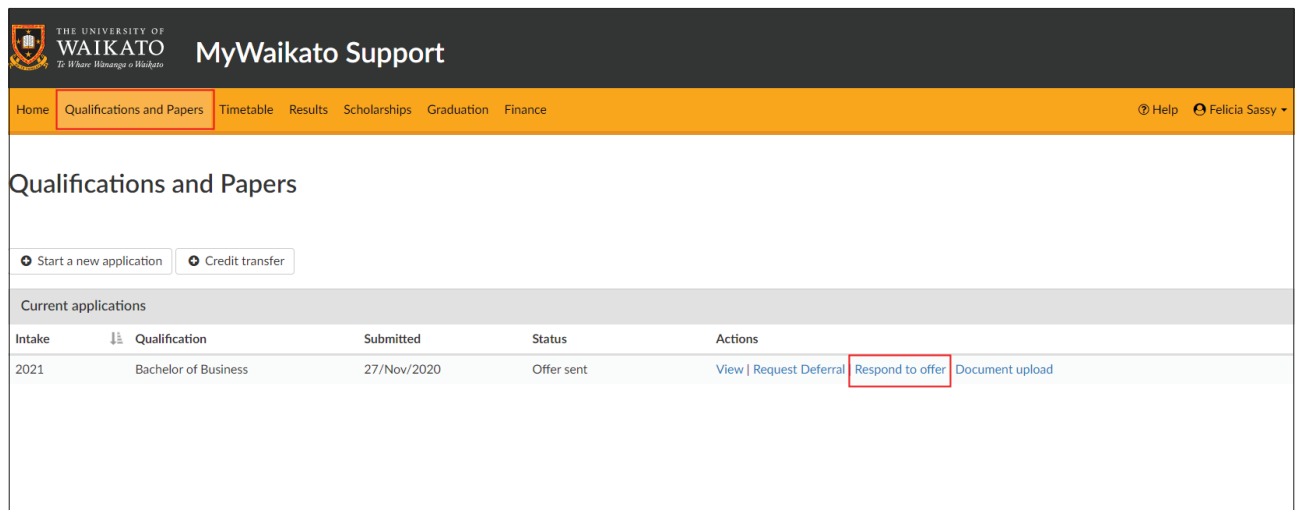


STEP 1: ACCEPT YOUR OFFER OF PLACE

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.

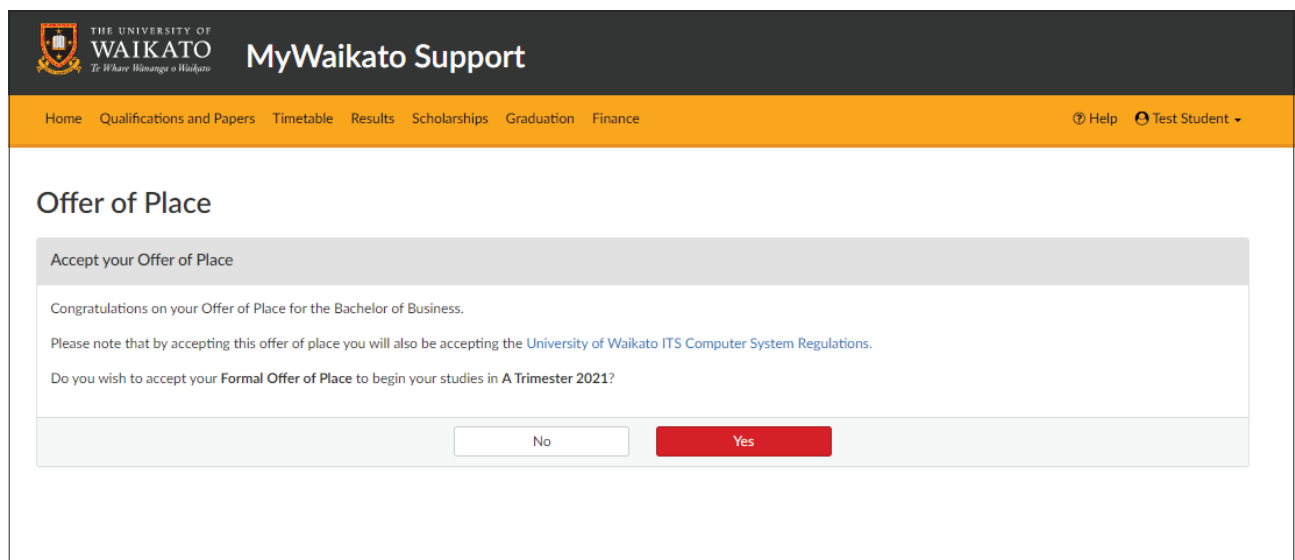
Log into **MyWaikato**, go to **Qualifications and Papers**, and select **Respond to offer**.



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

Intake	Qualification	Submitted	Status	Actions
2021	Bachelor of Business	27/Nov/2020	Offer sent	View Request Deferral Respond to offer Document upload

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



The screenshot shows the 'Offer of Place' section of the MyWaikato Support portal. The header is the same as the previous screenshot. The main content area is titled 'Offer of Place' and contains a form titled 'Accept your Offer of Place'. The form text 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 the form are two buttons: 'No' and 'Yes' (highlighted in 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'

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Qualifications and Papers

Start a new application Credit transfer

Bachelor of Business 2021

Status: Ready to enrol
Intake: A Trimester, 2021

Complete enrolment

Do you need to withdraw from your qualification? Apply to [withdraw your qualification](#).
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).

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Enrolment 2021

Welcome to your enrolment Felicia Sassy

Confirm personal details
Confirm your personal and ethnicity details.

Next >

Confirm contact details
Confirm your contact details, and tell us who to contact in an emergency.

Complete later

Complete annual questions
This is important information for the University of Waikato and New Zealand Government.

Complete later

Confirm Subjects
Confirm your major(s) and minor(s).

Bachelor of Business
No subjects selected

Complete later

Choose papers
Choose the papers you want to take in 2021.

Complete later

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**.

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
No information available							

Special permission

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

Need help? Watch our guide on [how to apply for special permission](#)

Helpful information

Full-time study
Each paper has a point value. If you want to study full time, your papers should add up to 120 points for the year - usually 60 points in A Trimester and 60 points in B Trimester. For C Trimester, a full-time workload is 45 points and for summer Trimesters, a full-time workload is 30 points.

Back **Confirm 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 (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.

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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.

Not sure of your papers?
Check the [degree planner](#) and watch our video on [paper selection](#). Remember that you are only selecting papers appropriate to your current year of study. Where papers are listed as compulsory you will need to have completed all of these papers by the end of your qualification.

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
STMGT101	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

For information regarding the Accounting Major please refer to [Accounting](#)

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

AND

Electives for Accounting as a Major
 Choose 30 points from this list over the course of your qualification. (BSc and BEng level students may count one of MATH101, MATH102 or MATH103 in place of 15 points from this list.)

Information on the Bachelor of Business

Compulsory for the Bachelor of Business
 Choose 60 points of Business Fundamentals papers, ECONS101, 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 1 major, choose a maximum of 120 points from this list. If you're taking a major and a minor, choose a maximum of 60 points.

Search by paper code or title

Code	Title	Trimester	Location	Points	Mode	Add
MATH101	Preparatory Mathematics	A	HAM	15.00	OnCampus	<input type="button" value="Add"/>
MATH102	Preparatory Mathematics	B	HAM	15.00	OnCampus	<input type="button" value="Add"/>

Showing 1 to 2 of 2 entries

[First](#) [Previous](#) [Next](#) [Last](#)

[All my papers](#)
[My papers from selected collection](#)
[All my study RPL](#)

Selected papers

Code	Title	Year	Trimester	Location	Points	Mode	Remove	Check
ACCTN101	Accounting for Management	2021	A	HAM	15	OnCampus	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/>
ACCTN102	Introductory Financial Accounting	2021	A	HAM	15	OnCampus	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/>
ECONS101	Business Economics and the New Zealand Economy	2021	A	HAM	15	OnCampus	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/>
FINAN101	Introduction to Finance	2021	A	HAM	15	OnCampus	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/>
MATH101	Preparatory Mathematics	2021	B	HAM	15	OnCampus	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/>
STMGT101	Introduction to Management	2021	B	HAM	15	OnCampus	<input type="button" value="Remove"/>	<input checked="" type="checkbox"/>

Totals

	Required	Current	Check
Points selected/ completed	N/A	90	<input checked="" type="checkbox"/>
Level 100	0 - 135	90	<input checked="" type="checkbox"/>

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

Search by paper code or title

[Hide advanced](#)

Trimester
▼

B

Add

Del

Level
▼

1

Add

Del

Search criteria
▼

Add

Del

Search

Code	Title	Trimester	Location	Points	Mode	Add
ENGEN101	Engineering Maths and Modelling 1A	B	HAM	15.00	OnCampus	Add
ENGEN102	Engineering Maths and Modelling 1B	B	HAM	15.00	OnCampus	Add
ENGEN102	Engineering Maths and Modelling 1B	B	TGA	15.00	OnCampus	Add
MATHS102	Introduction to Algebra	B	HAM	15.00	OnCampus	Add
MATHS135	Discrete Structures	B	HAM	15.00	OnCampus	Add
MATHS135	Discrete Structures	B	TGA	15.00	OnCampus	Add
MATHS168	Preparatory Mathematics	B	HAM	15.00	OnCampus	Add

Showing 1 to 7 of 7 entries

First
Previous
1
Next
Last

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

Search all lists

Search

Code	Name	Points	Locate
MATHS168	Preparatory Mathematics	15.00	Locate

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

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

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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 [key University dates](#).

Please check your timetable regularly as times and/or rooms can change.

The current week (48) is displayed below. To change dates, expand the **Options** or select weeks or days in the **Calendar**.

Options (click to expand)

Previous Week

Next Week

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)

Mon	Tue	Wed	Thu	Fri
08:00				
09:00				
10:00	ECON101-21A 10:00 - 11:00 Lecture 1 Hamilton PWC		ECON101-21A 09:00 - 11:00 Lecture 2 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 L204

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

ECONS101

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

BackConfirm papers

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

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

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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.


CancelAgree 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.



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Qualifications and Papers

Start a new applicationCredit transfer

Bachelor of Business

Major: Accounting

2021

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
ECONS101	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**.



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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 >

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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

Error

- Schedule Payment document required.
- You will need to provide a scanned certified copy of your passport in order to complete your online enrolment.
- Schedule Online Study Documents required.
- You will need to provide an original or scanned verified copy of your Senior High 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.

New users pay course fees and charges online now, using a credit card or online banking. Alternatively, you can indicate that you will pay your fees by student loan. If you plan to use a different payment option^(*) 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 incorrect, please choose I do NOT accept, and Confirm. Then return to Paper Selection and update your papers.

Code	Start Date	End Date	Points	EFTS	Tuition fees	Resource charges
Bachelor of Business						
ACCTN101: Accounting for Management 2021 A Semester, Hamilton	01/Mar/2021	27/Jun/2021	15	0.1250	\$3,783.00	\$0.00
ACCTN102: Introductory Financial Accounting 2021 A Semester, Hamilton	01/Mar/2021	27/Jun/2021	15	0.1250	\$3,783.00	\$0.00
ECON101: Business Economics and the New Zealand Economy 2021 A Semester, Hamilton	01/Mar/2021	27/Jun/2021	15	0.1250	\$3,783.00	\$0.00
FINAN101: Introduction to Finance 2021 A Semester, Hamilton	01/Mar/2021	27/Jun/2021	15	0.1250	\$3,783.00	\$0.00
Totals					40 \$3,900	\$0.00
Fees						Total
Tuition Fees						\$15,112.00
Student Services Fee						\$396.00
Mitaka Insurance						\$310.00
Total Amount Due						\$15,808.00

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:

If you pay online now, you will be charged the full amount. Our secure online payment service is certified by Payment and PPS. Once your payment is made, you will be returned to this page to complete your enrolment.

Waikato Students' Union membership (optional)

☐ I do NOT wish to join the Waikato Students' Union Incorporated®.
Membership is free.

Cancel
Confirm

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:

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

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

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FOR THE PEOPLE

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