At Waikato we pride ourselves on our warm and welcoming culture. That’s why our campuses in Hamilton and Tauranga are open, for you to come and check them out.

If you want to get a taste of Waikato student life, set up an appointment with one of our Future Student Advisers. They’ll show you around our campuses, and can give you some advice on your future studies.

Email recruitment@waikato.ac.nz or call 0800 WAIKATO
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Thank you for choosing to study at the University of Waikato. You've made a great choice. This guide will take you through the application and enrolment process step by step. We'll show you what to do at each stage of the process to ensure you submit your application correctly.

Once you've decided what you would like to study, you're ready to apply by following these steps:

**Step 1: Create your MyWaikato account**
Visit enrol.waikato.ac.nz and select Create an account (see page 3).

**Step 2: Complete and submit your application**
You'll need to know which qualification you want to study, and which subject you want to focus on (your major subject), and in which semester you want to begin study (see page 4). We may ask you for more information. We aim to respond to applications within one week, however this may be longer during peak periods.

**Step 3: Accept your Offer of Place**
You'll be sent an Offer of Place to the email address you used to create your account. This means you've been given a place at the University of Waikato. Log into MyWaikato to accept your Offer of Place (see page 5).

**Step 4: Choose your papers and complete your enrolment**
Once enrolment is open (usually the last three months of the previous year), you can log into MyWaikato to complete your enrolment. Here you'll need to choose your papers (see page 6). We'll check your papers and may ask you for more information.

**Step 5: Accept your Enrolment Agreement**
Once you receive your Enrolment Agreement by email, you'll need to accept it and let us know how you'll pay your tuition fees (see page 12).

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**What happens next?**
Before you begin your studies, the University will be in touch to let you know about your timetable, orientation, and other important information.

Other things to consider before the start of semester are:

- Do you need to apply for a student loan to cover your tuition fees, living expenses, or course-related costs? Apply at studylink.govt.nz
- Where will you live while you study? We have four on-campus Halls of Residence in Hamilton, which you can apply for at waikato.ac.nz/go/accommodation Alternatively, there are plenty of affordable flats and houses near our Hamilton and Tauranga campuses.

**Need advice?**
For study advice, help with course planning, and to arrange a tour of our Hamilton or Tauranga campuses email recruitment@waikato.ac.nz or call 0800 WAIKATO.
Step 1: Create your MyWaikato account

Visit enrol.waikato.ac.nz and select Create an account.

Fill in your details and select Create account. Make sure the email address you provide is one that you can access frequently and easily, as we’ll use this to send you important information.
Step 2: Complete and submit your application

Fill in the online form, including what you want to study, which campus you want to study at, your personal and contact details, and your previous education.

Upload any required documents. For example, some qualifications require a short statement about why you’re interested in the subject you’ve chosen. Then read the declaration, tick the box to acknowledge you’ve read the declaration, and select **Submit application**.

Once we’ve received your application, we’ll review it, and then if you’re successful we’ll send you an Offer of Place. This means you have been offered a place to study at the University of Waikato.
Step 3: Accept your Offer of Place

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

To accept your Offer of Place, select Yes.
Step 4: Choose your papers and complete your enrolment

Once enrolment is open (usually the last three months of the previous year), you can choose your papers and complete your enrolment. If enrolment isn’t open yet, we’ll email you to let you know once we’re ready for you to complete your enrolment.

To complete your enrolment, log into MyWaikato, go to Qualifications and Papers, and select Complete enrolment.

Complete each of the steps in the order they appear on screen.
Choosing your papers is the final step. Select **Complete now**, and then select **Add/Modify Papers**.
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.

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.

![Advanced search tool](image)

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 tool](image)
How do I know when I’ve chosen enough papers?

A full-time workload is usually 60 points per semester. 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.

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

When you’re happy with your papers, select Done.
On your **Paper Selection** screen, double check your list of chosen papers, then select **Confirm Papers**.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester</th>
<th>Location</th>
<th>Points</th>
<th>Start Date</th>
<th>End Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ARTH302</td>
<td>New Zealand and the Pacific</td>
<td>B</td>
<td>HAM</td>
<td>15</td>
<td>01 Jul 2018</td>
<td>01 Nov 2018</td>
<td>Pending</td>
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<tr>
<td>ARTS205</td>
<td>Indigenous Social Science Research</td>
<td>B</td>
<td>HAM</td>
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<td>01 Nov 2018</td>
<td>Pending</td>
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<tr>
<td>MCG0105</td>
<td>Introduction to Conversational Mori for Absolute Beginners</td>
<td>B</td>
<td>HAM</td>
<td>15</td>
<td>01 Jul 2018</td>
<td>01 Nov 2018</td>
<td>Pending</td>
</tr>
<tr>
<td>MCDT102</td>
<td>He Whakarite ke i te Aro Haere, Introducing the Māori World</td>
<td>B</td>
<td>HAM</td>
<td>15</td>
<td>01 Jul 2018</td>
<td>01 Nov 2018</td>
<td>Pending</td>
</tr>
</tbody>
</table>

**Special permission**

You can request special permission to add a paper with an exemption around prerequisites, timetable clashes, workload, credit transfer or qualification requirements. Request special permission.

**Helpful information**

**Points**

Each paper has a point value. A full time year of study equals 120 points - usually 60 points in Semester A and 60 points in Semester B. For summer semesters (7 and 8), a full time workload is 240 points.

**How many papers are considered full-time study?**

120 points per year is considered full-time study. This generally equates to eight first year papers however this varies across faculties.

**Free fees for new students**

The government has announced details of its fee-free policy for students who are new to tertiary education. The policy covers one year's full-time study (120 points, which can take more than a year if you study part time). Read on for fee-free eligibility.

Check your eligibility if you're unsure. You need to be an Australian student, or you qualify for fee-free at feesnow.gov.au.

**StudyLink**

If you plan to apply for a student loan, visit StudyLink to find out if you are eligible.

Finally, read the Enrolment Declaration, tick the box to acknowledge you've read the declaration, and select **Confirm enrolment**.

Now you've submitted your enrolment to the University for approval.
Step 5: Accept your Enrolment Agreement

Once you receive an email with your Enrolment Agreement, log into MyWaikato, head to Qualifications and Papers, and select Complete enrolment.

On the next screen, select Complete now.

On the next screen, check your qualification and paper details are correct, then tick the I accept this Enrolment Agreement box.

You will also need to let us know how you’re going to pay your tuition fees.

- If you are paying by Student Loan select StudyLink.
- If you qualify for fees-free study, this should have already been applied to your application, and you will not be asked to select a payment method.
Then, to accept your Enrolment Agreement, select Confirm.

Congratulations! You’re now officially enrolled at the University of Waikato. We’ll be in touch before you begin your studies to let you know about the new student orientation and other important information.

Need help?
If you need help completing any steps during the application and enrolment process, contact our Student Centre team at info@waikato.ac.nz or on 0800 WAIKATO
WHERE THE WORLD IS GOING

TE AHUNGA O TE AO