

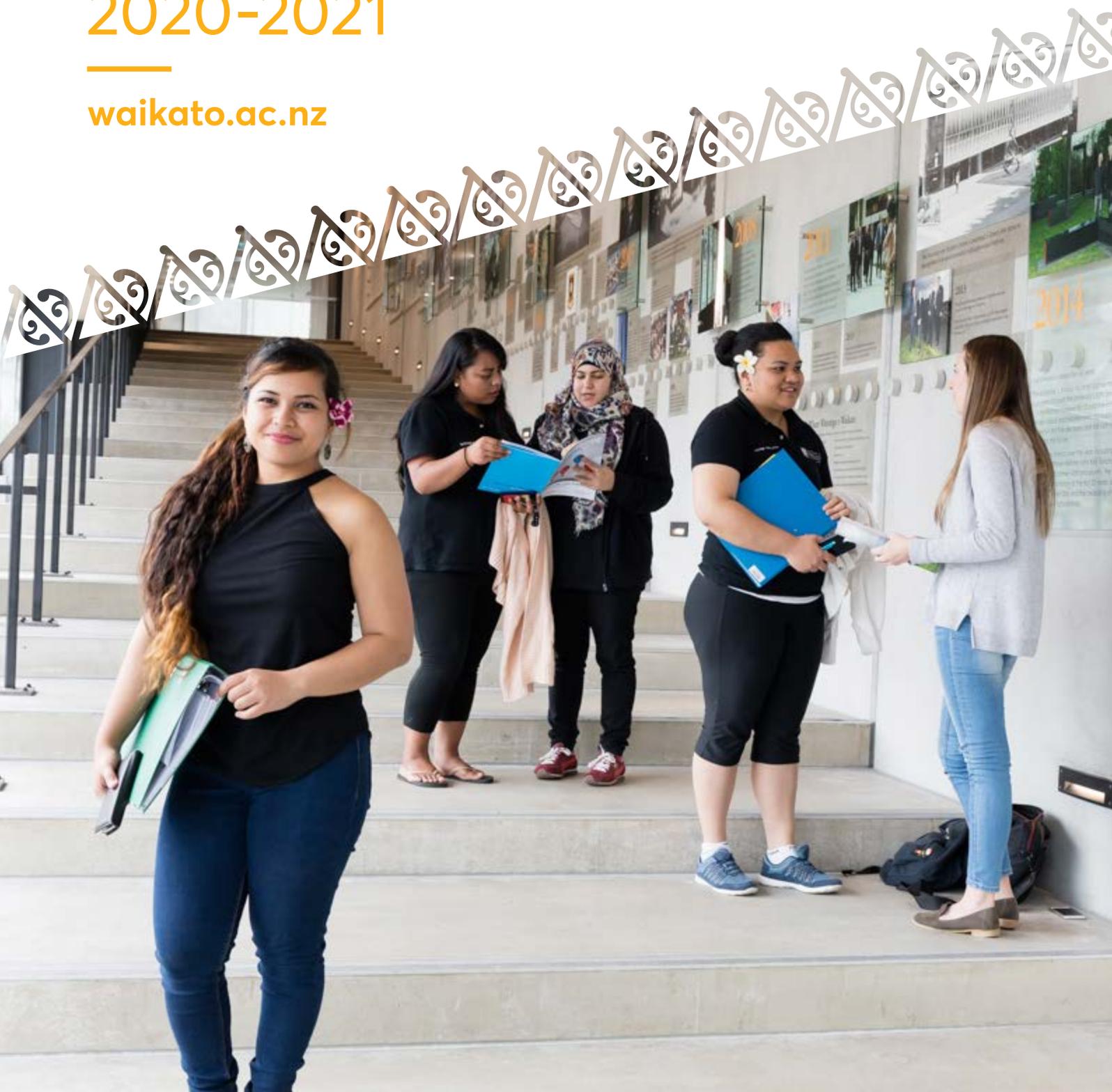


THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

NEW ZEALAND

International Student Enrolment Guide 2020-2021

waikato.ac.nz



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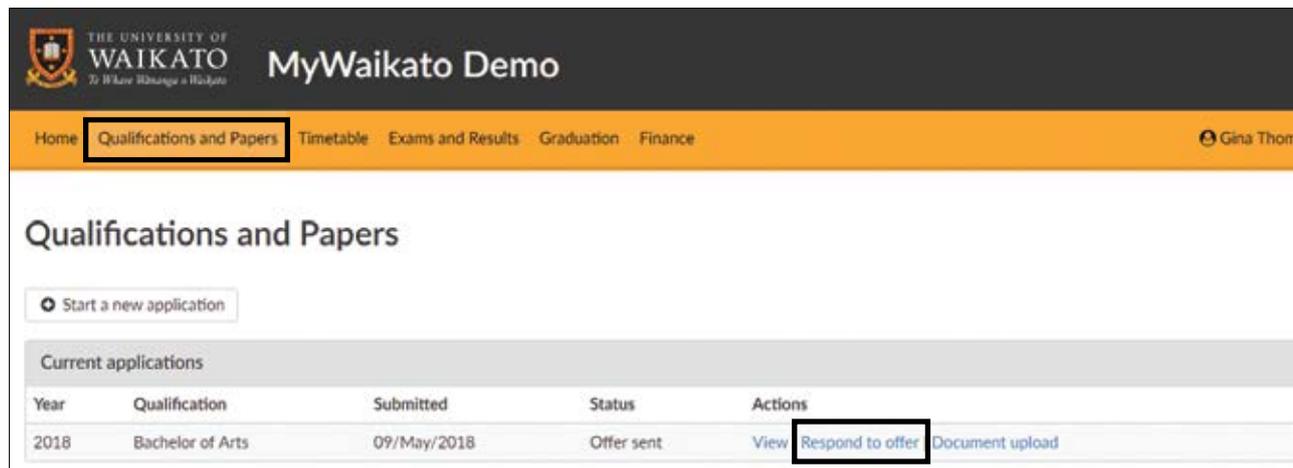
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Step 1: Accept your Offer of Place

You will be sent an 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**.



THE UNIVERSITY OF WAIKATO
MyWaikato Demo

Home **Qualifications and Papers** Timetable Exams and Results Graduation Finance Gina Thom

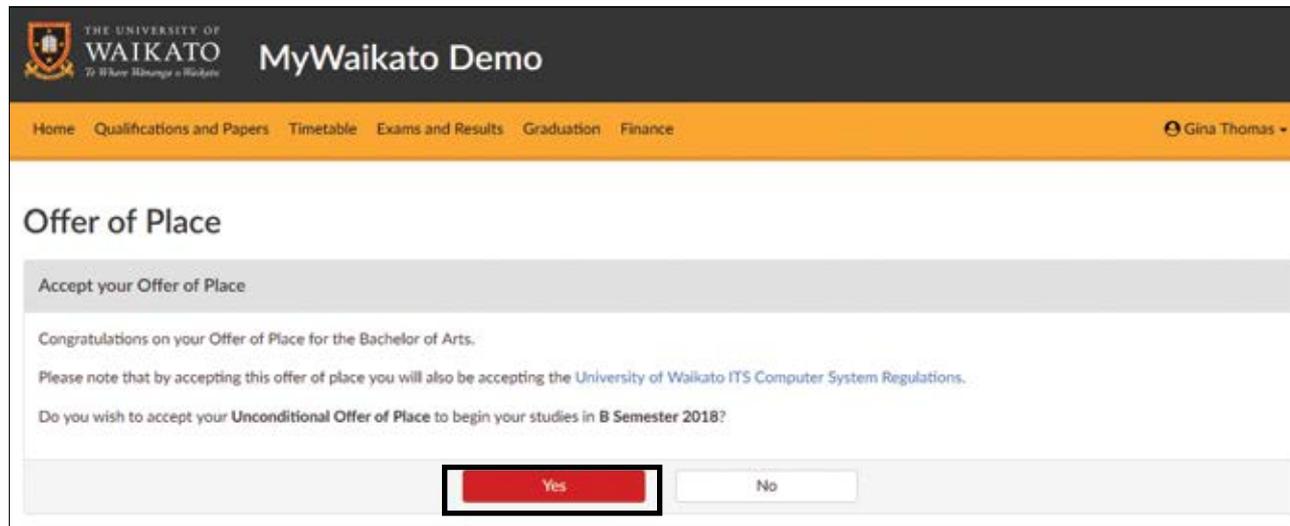
Qualifications and Papers

Start a new application

Current applications

Year	Qualification	Submitted	Status	Actions
2018	Bachelor of Arts	09/May/2018	Offer sent	View Respond to offer Document upload

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



THE UNIVERSITY OF WAIKATO
MyWaikato Demo

Home Qualifications and Papers Timetable Exams and Results Graduation Finance Gina Thomas -

Offer of Place

Accept your Offer of Place

Congratulations on your Offer of Place for the Bachelor of Arts.

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 **Unconditional Offer of Place** to begin your studies in **B Semester 2018**?

Yes No

Step 2: Apply for your Student Visa

As an international student, you will need to obtain a student visa before you travel to New Zealand. 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.

You can apply for your student visa before you pay your tuition fees. This only applies to students applying from outside New Zealand. For more information, please refer to the Immigration New Zealand website at: <http://www.immigration.govt.nz>.

Pathway student visas can be obtained, subject to meeting Immigration New Zealand criteria. Pathway student visa eligibility and information is available at: <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/pathway-student-visa>

Step 3: Pre-pay your tuition fees

At the University of Waikato, payment of tuition fees is the final confirmation of your acceptance. Once you receive your Approval in Principle, 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. For more information, please refer to: <https://www.waikato.ac.nz/study/international/how-to-apply/how-to-accept-and-pay-fees>

Step 4: Send us your e-visa and an ID photo

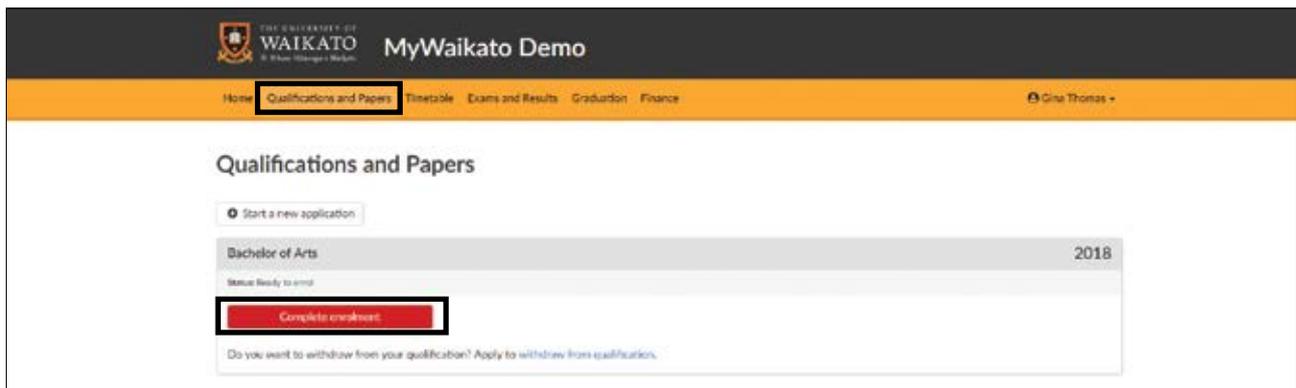
Once you receive your e-visa, please email a copy of your e-visa, plus a passport sized photo to idcards@waikato.ac.nz. We will use the photo to print your Student ID Card and have it ready for you on arrival.



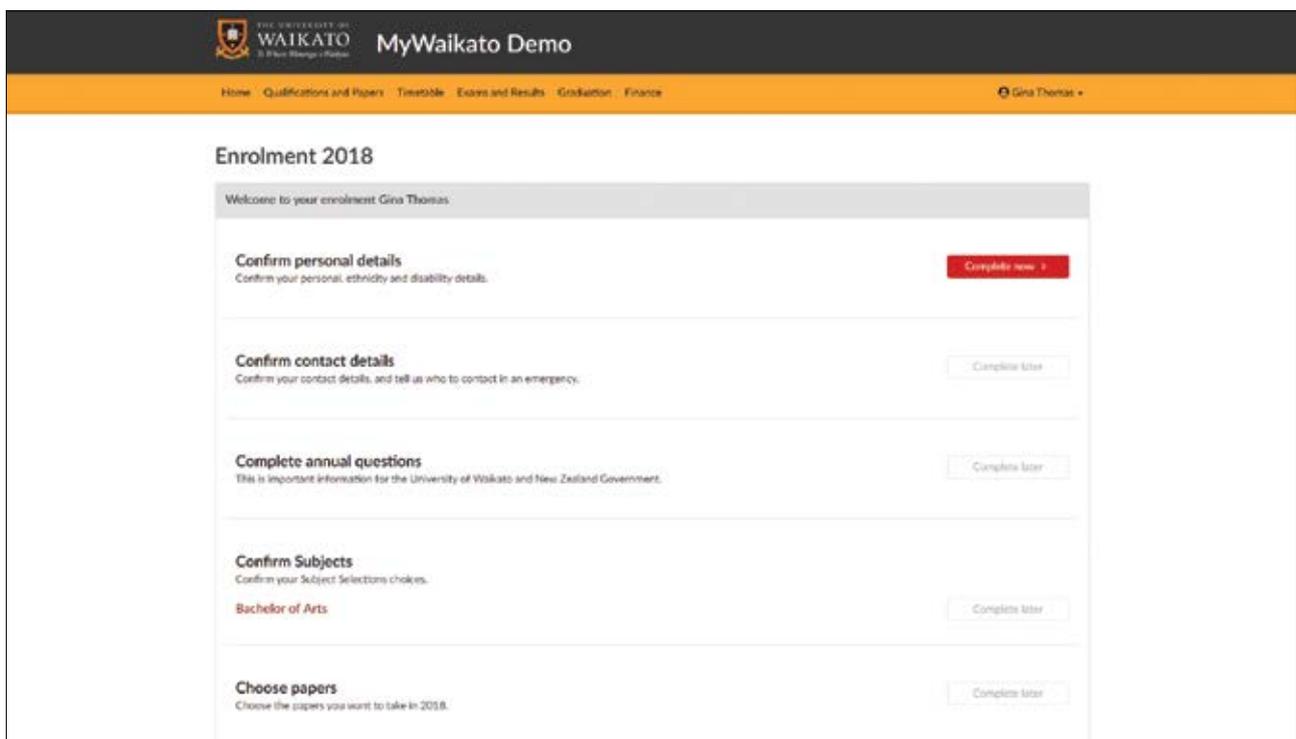
Step 5: Begin Enrolment

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, log into MyWaikato, go to **Qualifications and Papers**, and select **Complete enrolment**.



Complete each of the steps in the order they appear on screen.



Step 6: Select your papers (if applicable)

Only some students will need to complete this step before arrival. Many students will meet with a course advisor on arrival to discuss and select their papers.

If you are enrolling in a Bachelor's degree*, the Master of Business and Management, or the Master of Professional Accounting, or you are a Study Abroad/Exchange Student with pre-approved papers, please follow the steps below to select your papers. All other students can skip this step and proceed to Step 7.

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.

The screenshot displays the 'Paper Selection 2018' page on the MyWaikato Demo website. The page header includes the University of Waikato logo and navigation links: Home, Qualifications and Papers, Timetable, Exams and Results, Graduation, and Finance. The user's name, Gina Thomas, is visible in the top right corner.

The main content area is titled 'Paper Selection 2018' and contains a section for 'Review your paper selections'. Below this, there is a message: 'You have selected your qualification, so you can now choose your papers. Once you submit your online application, we will consider your selections and will contact you if we have any queries. Papers must be approved before you can complete your enrolment.'

The 'Bachelor of Arts' qualification is selected, with a red button labeled '+ Add/Modify Papers' highlighted. Below this is a table with the following columns: Code, Title, Semester, Location, Points, Start Date, End Date, and Status. The table currently shows 'No information available'.

There are also sections for 'Special permission' (with a link to request special permission) and 'Helpful information' (including points and full-time study considerations).

At the bottom of the page, there are two buttons: 'Back' and 'Confirm 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. 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.

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.

Your qualification: Bachelor of Arts

Global search

For information regarding paper selection for the Bachelor of Arts, please refer to: [Bachelor of Arts](#)

This collection contains all of the papers that can be taken towards the Bachelor of Arts. You will need to complete 360 credits in total and satisfy the requirements of at least one Major.

[Choose papers](#)

AND

Choose papers from this list to suit your major and year of study.

[Choose papers](#)

All my papers | My papers from selected collection

Selected papers

Code	Title	Year	Semester	Location	Points	Mode		
					Required	Current		
Points selected/completed					N/A	0		✓
Level 100					0 - 120	0		✓

[View Timetable](#) [Done](#)

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

Hide

Search by paper code or title

Enter code/title or select Search to see all [Show advanced](#)

[Search](#)

Code	Title	Semester	Location	Add
ANTH300	Culture and Power in the Pacific	B	HAM	Add
ANTH325	Maori Heritage Management	T	HAM	Add
ANTH390	Directed Study	B	HAM	Add
ANTHY102	New Zealand and the Pacific	B	HAM	Add
ANTHY201	Ethnicity and Identity	B	HAM	Add
FA55296	Work Placement	D	BLK	Add
GEOG323	Colonial Treaties and Tribal Lands: Comparative	B	HAM	Add

Code	Title	Year	Semester	Location	Points	Mode		
ANTHY102	New Zealand and the Pacific	2018	B	HAM	15			✓
					Required	Current		
Points selected/completed					N/A	15		✓
Level 100					0 - 120	15		✓

[View Timetable](#) [Done](#)

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

Search by paper code or title

Māori [Hide advanced](#)

Level

Semester

Code	Title	Semester	Location	Points	Add
MAORI101	Introduction to Conversational Maori for Absolute Beginners	B	HAM	15	<input type="button" value="Add"/>
MAORI102	He Hinatore ki te Ao Maori: Introducing the Maori World	B	HAM	15	<input type="button" value="Add"/>
MAORI102	He Hinatore ki te Ao Maori: Introducing the Maori World	B	NET	15	<input type="button" value="Add"/>
MAORI102	He Hinatore ki te Ao Maori: Introducing the Maori World	B	NTG	15	<input type="button" value="Add"/>
MAORI103	Introduction to Maori, Pacific and Indigenous Studies	B	HAM	15	<input type="button" value="Add"/>

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

Code	Name	Points	Locate
MAORI103	Introduction to Maori, Pacific and Indigenous Studies	15.00	<input type="button" value="Locate"/>

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. International students must enrol in a minimum of 45 points per semester to meet their student visa requirements.

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

View Timetable

	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00
Mon						Week 28-33,36-41 14:00 - 16:00 Code: MAORI102 Semester: B Activity: Lecture Campus: Hamilton Room: A.G.30		
Tue			Week 28-33,36-41 11:00 - 12:00 Code: ANTHY102 Semester: B Activity: Lecture Campus: Hamilton Room: S.1.04	Week 28-33,36-41 12:00 - 14:00 Code: MAORI102 Semester: B Activity: Lecture Campus: Hamilton Room: A.G.30			Week 28-33,36-41 15:00 - 17:00 Code: MAORI157 Semester: B Activity: Lecture Campus: Hamilton Room: PA.G.04	
Wed			Week 28-33,36-41 11:00 - 12:00 Code: ANTHY102 Semester: B Activity: Lecture Campus: Hamilton Room: L.G.01					
Thu	Week 28-33,36,38-41 09:00 - 11:00 Code: MAORI157 Semester: B Activity: Lecture Campus: Hamilton Room: PA.G.04					Week 28-33,36,38-41 12:00 - 15:00 Code: MAORI101 Semester: B Activity: Lecture Campus: Hamilton Room: K.G.07		

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

All my papers | My papers from selected collection

Selected papers

Code	Title	Year	Semester	Location	Points		
ANTHY102	New Zealand and the Pacific	2018	B	HAM	15	🗑️	✅
ARTSC101	Indigenous Social Science Research	2018	B	HAM	15	🗑️	✅
MAORI101	Introduction to Conversational Maori for Absolute Beginners	2018	B	HAM	15	🗑️	✅
MAORI157	Nga Mahi a Rehia: An Introduction to Kapa Haka	2018	B	HAM	15	🗑️	✅

Totals

	Required	Current	
Points selected/completed	N/A	60	✅
Level 100	0 - 135	60	✅

View Timetable | Done

On your **Paper Selection** screen, double check your list of chosen papers, then select **Confirm Papers**.

Paper Selection 2018

Review your paper selections

You have selected your qualification, so you can now choose your papers. Once you submit your online application, we will consider your selections and will contact you if we have any queries. Papers must be approved before you can complete your enrolment.

Bachelor of Arts
Major: Anthropology

[+ Add/Modify Papers](#)

Code	Title	Semester	Location	Points	Start Date	End Date	Status
ANTHY102	New Zealand and the Pacific	B	HAM	15	09/Jul/2018	04/Nov/2018	Pending
ARTSC101	Indigenous Social Science Research	B	HAM	15	09/Jul/2018	04/Nov/2018	Pending
MAORI101	Introduction to Conversational Maori for Absolute Beginners	B	HAM	15	09/Jul/2018	04/Nov/2018	Pending
MAORI102	He Hinohone ki te Ao Maori: Introducing the Maori World	B	HAM	15	09/Jul/2018	04/Nov/2018	Pending

Special permission

You can request special permission to add a paper with an exemption around pre-requisites, 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 (T and S), a full time workload is 20 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.

[Back](#) [Confirm Papers](#)

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

Enrolment Declaration

Confirm your enrolment for 2018

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.

I have read and agree to the enrolment declaration

[Back](#) [Confirm enrolment](#)

Now you've submitted your enrolment to the University for approval.

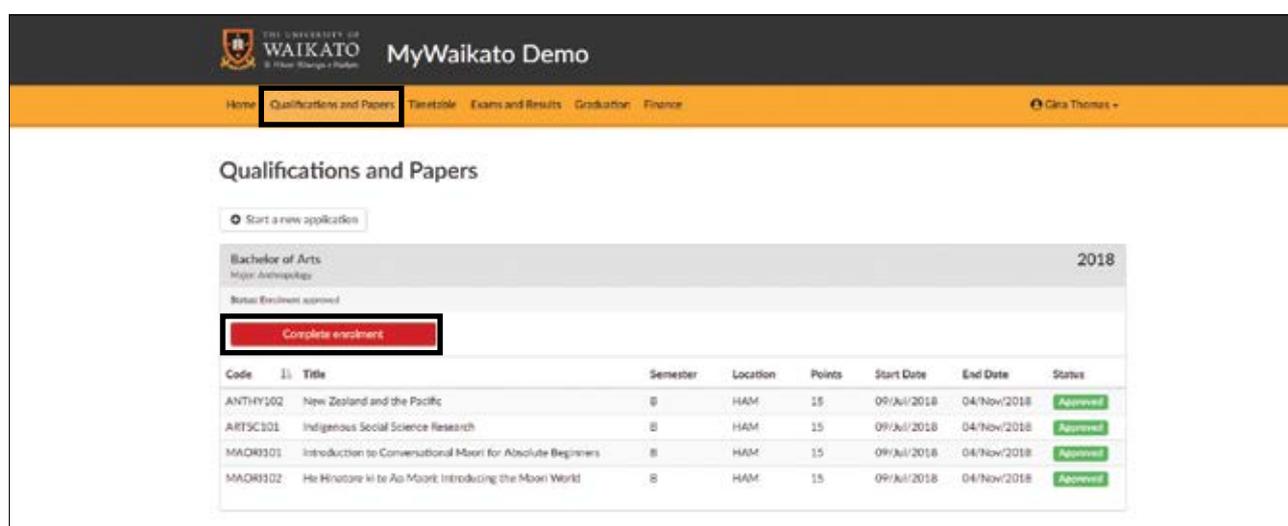
Step 7: Accept your Enrolment Agreement

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

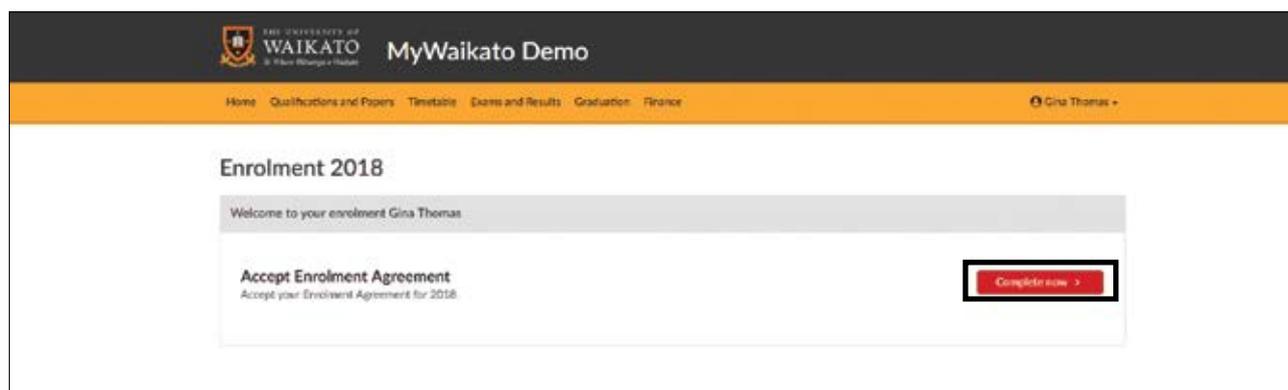
- Your passport
- Your e-visa (if not already provided)
- Any required verified documents (if required, these will be listed in your Offer of Place)

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 **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 there is any outstanding balance).

Then, to accept your Enrolment Agreement, select **Confirm**

Enrolment Agreement

Accept your Enrolment Agreement

To complete your enrolment you must accept your *Enrolment Agreement* and agree to pay the required fees and charges.

You can pay those 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 option¹ (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 Arts						
ANTH100: New Zealand and the Pacific 2018 B Semester, Hamilton	09/Jul/2018	04/Nov/2018	15	0.1250	\$750.00	\$0.00
ARTSC101: Indigenous Social Science Research 2018 B Semester, Hamilton	09/Jul/2018	04/Nov/2018	15	0.1250	\$750.00	\$0.00
MAD01101: Introduction to Conversational Maori for Absolute Beginners 2018 B Semester, Hamilton	09/Jul/2018	04/Nov/2018	15	0.1250	\$750.00	\$0.00
MAD01102: He Hinatiro ki te Ao Maori: Introducing the Maori World 2018 B Semester, Hamilton	09/Jul/2018	04/Nov/2018	15	0.1250	\$750.00	\$0.00
Totals			60	0.5000	\$3,000.00	\$0.00

Fees

	Totals
Tuition Fees	\$3,000.00
Student Services Levy	\$332.00
Total Amount Due	\$3,332.00

Accept Enrolment Agreement* I accept this Enrolment Agreement and agree to the terms and conditions². 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 enabled by Payment and PDL. Once your returned to this page to complete your enrolment.

Waikato Students' Union membership (optional)

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

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)**.



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato
NEW ZEALAND

WHERE THE WORLD IS GOING
TE AHUNGA O TE AO

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