International Student Enrolment Guide
2020-2021
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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.

To accept your Offer of Place, select Yes.
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.

![Paper Selection 2018](image)
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 (e.g. 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 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.

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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.

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 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.

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).
WHERE THE WORLD IS GOING

TE AHUNGA O TE AO