International Student Enrolment Guide
Online Students
B and C Trimesters 2020

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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.

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

To accept your Offer of Place, select Yes.
Step 2: Begin 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.
Step 3: Select your papers (if applicable)

If you are enrolling in a bachelor’s degree*, the Master of Business and Management, or the Master of Professional Accounting you can skip this step and proceed to Step 4. All other students can proceed with the following steps.

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.*
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.
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.
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.

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.
**Step 5: Payment of fees**

To complete your enrolment online, you must pay your tuition fees. On the Enrolment Agreement, you will be asked to tell us how you are going to pay.

The options are:
- Credit card
- Online transfer

Please follow the prompts to complete the payment. If these options do not suit, there are alternative payment options:
- Telegraphic transfer
- Bank cheque/draft

If you wish to choose one of these alternative options, visit our [How to Accept and Pay Fees page](waikato.ac.nz/study/international/how-to-apply/how-to-accept-and-pay-fees) on our website:

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.
WHERE THE WORLD IS GOING
TE A HUNGA O TE AO