



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

MyWaikato

Guide to Enrolment





Every day's an
Open Day

Call
0800 WAIKATO

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**

Contents

Enrolling at the University of Waikato.....	2
Step 1: Create your MyWaikato account.....	3
Step 2: Complete and submit your application	4
Step 3: Accept your Offer of Place.....	5
Step 4: Choose your papers and complete your enrolment.....	6
Step 5: Accept your Enrolment Agreement.....	12



Enrolling at the University of Waikato

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).

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**.

Application

Apply to Study at Waikato

Before you start your application

This application takes about 15 minutes to complete. You can save your application at any time and [return to it later](#).

You will need:

- An idea of which qualification you want to study. If you're unsure, [learn more about our qualifications](#).
- Information about your secondary schooling and any previous tertiary study.

International Students

Apply here to study at Waikato. After applying, you will need to meet some [additional requirements](#) around English language, study visas and medical insurance.

Waikato Pathways College

If you're interested in English language programmes, ESOL Teacher Training or IELTS Testing, please apply at [Waikato Pathways College](#).

New to Waikato University?

Create an account

Are you a returning student, or continuing an application?

Student login

Are you an agent?

Agent login

If you do not yet have login details and would like to submit an application for a student, please email agency@waikato.ac.nz.

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.

Application

Create an Account

Enter your details

Personal details

First name* Gina

Second/middle name

Other second/middle name(s)

Last name/Family name* Thomas

Date of birth (DD/MM/YYYY)* 19/May/1999

Account details

Email (Student Username)* ginat@fake.com

Confirm email*

Password* Good

Confirm password*

Cancel Create account

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.

The screenshot shows the 'Qualification Application' process at the University of Waikato. The progress bar at the top indicates that the 'Location and subject selection' step is currently active, while 'Personal details', 'Contact details', 'Education', 'Documents', and 'Declaration' are yet to be completed. The form content includes a section for 'Subject(s)' with the question 'Which subject(s) would you like to focus on in your qualification?'. Below this are four dropdown menus: 'Major*' (selected as 'Anthropology (Hamilton only)'), 'Second major (optional)', 'Minor (optional)', and 'Second minor (optional)'. A 'Preferred location' section contains a dropdown menu for 'Where do you want to study?' (selected as 'Hamilton'). A note states 'Required fields are marked with (*)'. At the bottom of the form are two buttons: 'Save and return later' and 'Save and continue >'. A 'Debug info' button is visible in the bottom left corner.

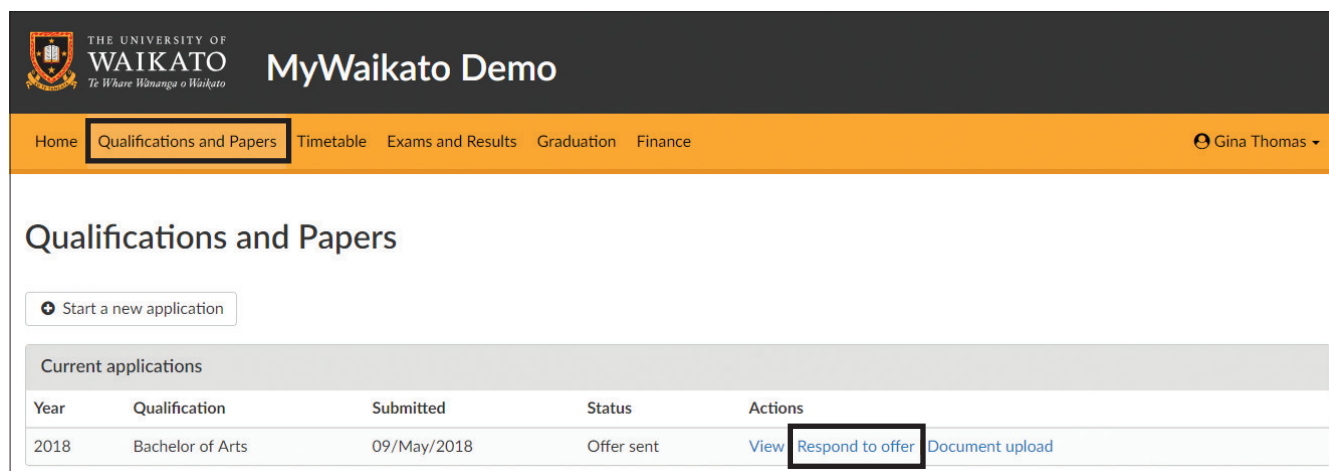
Upload any required documents. For example, some qualifications require a short statement about why you're interested in the subject you've chosen. Then read the declaration, tick the box to acknowledge you've read the declaration, and select **Submit application**.

This screenshot shows the 'Declaration' step of the 'Qualification Application' process. The progress bar at the top shows that all previous steps ('Location and subject selection', 'Personal details', 'Contact details', 'Education', and 'Documents') are completed, with 'Declaration' being the current step. The form contains a text area with the following declaration text: 'I declare that the information I have provided in this application and in any attached documentation is true and correct, and that I have not withheld any information which could have a bearing on my application, 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 application or 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. 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.' Below the text is a checkbox labeled 'I have read and agreed to the above declaration.' which is checked. At the bottom of the form are three buttons: '« Back', 'Save and return later', and 'Submit application' (highlighted with a red border).

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

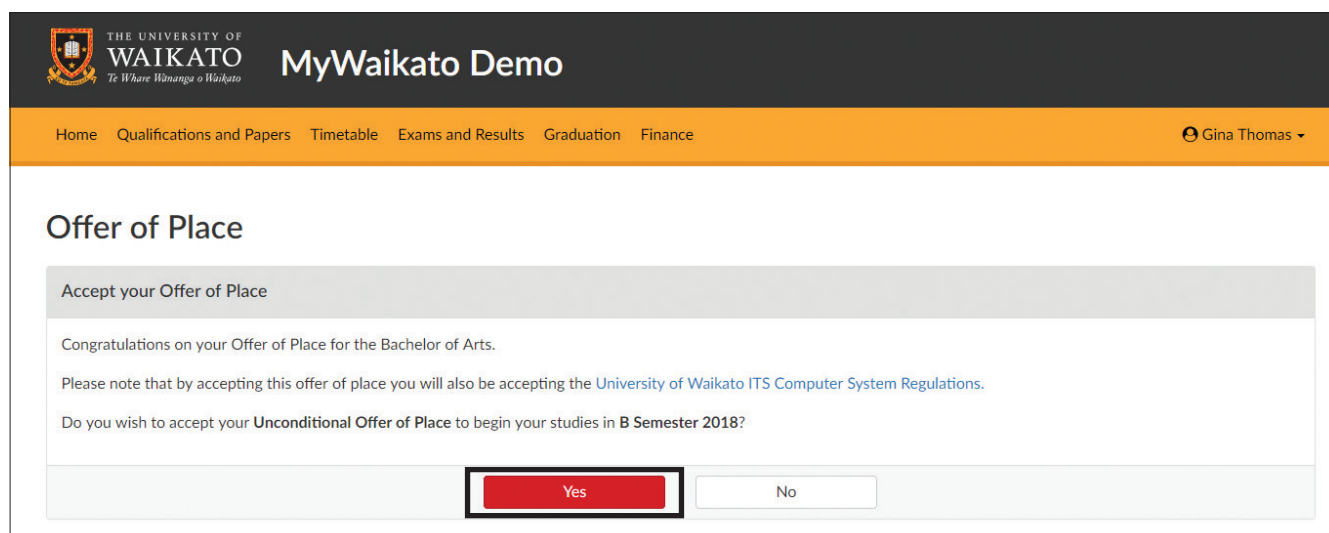
Log into MyWaikato, go to **Qualifications and Papers**, and select **Respond to offer**.



The screenshot shows the MyWaikato Demo interface. The top navigation bar includes 'Home', 'Qualifications and Papers', 'Timetable', 'Exams and Results', 'Graduation', and 'Finance'. The 'Qualifications and Papers' link is highlighted with a red box. Below the navigation bar, the page title is 'Qualifications and Papers'. There is a button 'Start a new application'. Below that is a table titled '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**.

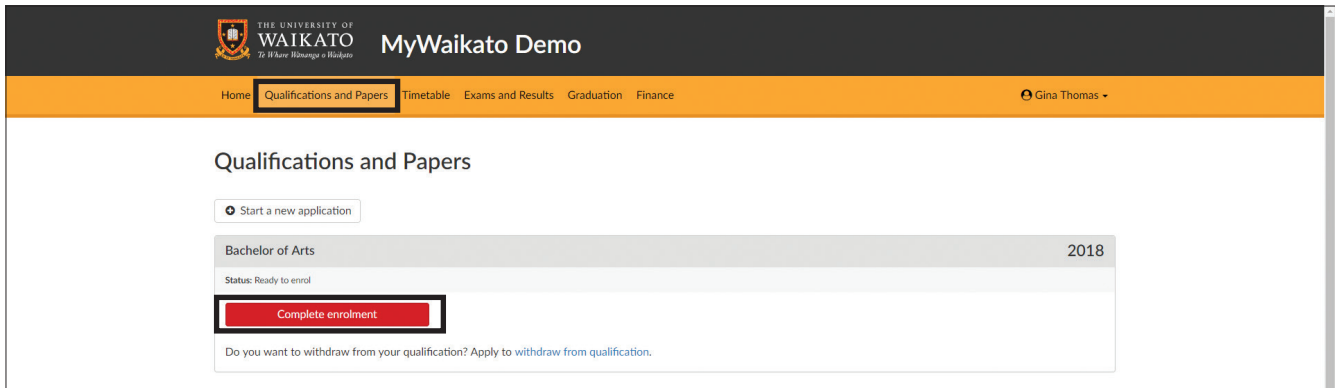


The screenshot shows the MyWaikato Demo interface for the 'Offer of Place' section. The page title is 'Offer of Place'. Below the title is a section titled 'Accept your Offer of Place'. The text reads: 'Congratulations on your Offer of Place for the Bachelor of Arts. Please note that by accepting this 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?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

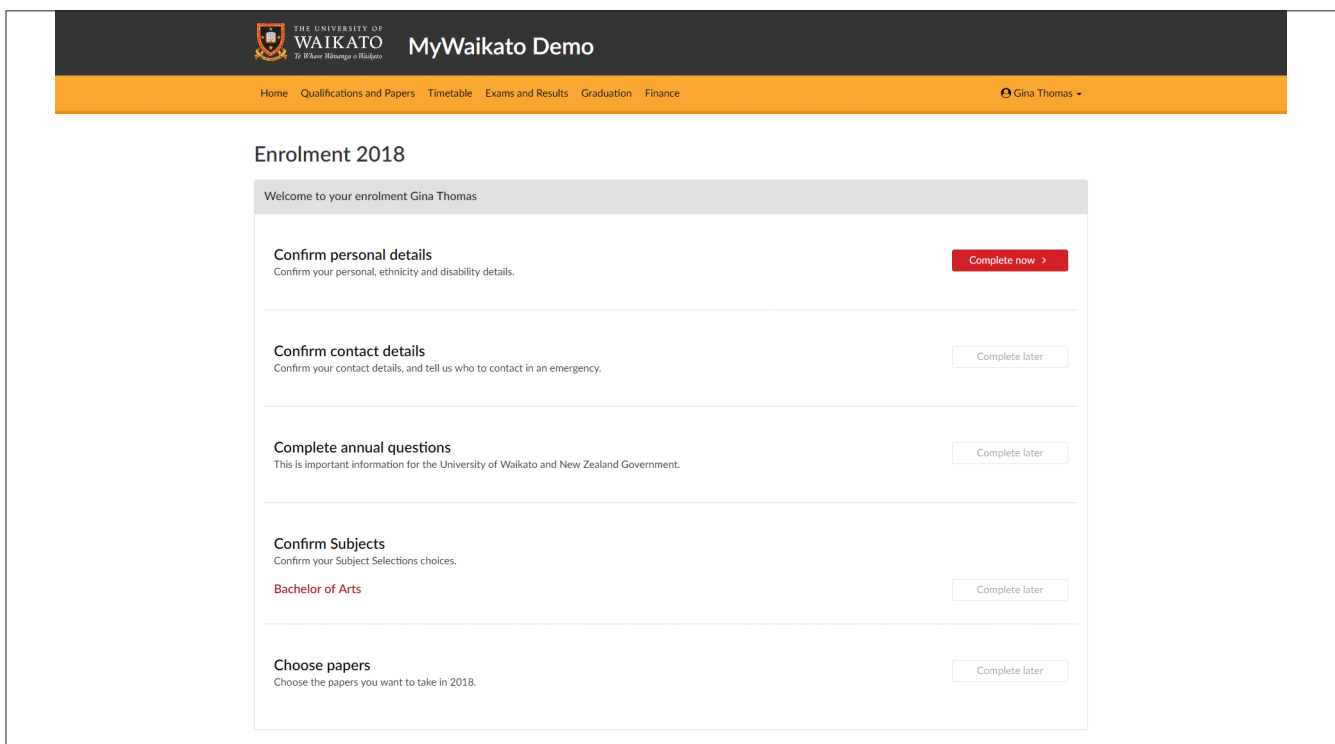
Step 4: Choose your papers and complete your enrolment

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**.



THE UNIVERSITY OF
WAIKATO
77. Hāuau Hōhanga o Waikato

MyWaikato Demo

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

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
No information available							

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.

Free fees for new students
The government has announced details of its fees-free policy for students who are new to tertiary education. The policy covers one year's full-time study (or 120 points, which can take more than a year if you study part-time) and has no age limit.
Check your eligibility: If you know your National Student Number (NSN), see if you qualify for fees-free at feesfree.govt.nz.

StudyLink
If you plan to apply for a student loan, visit [StudyLink](#) to find out if you are eligible.

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.

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		
						Totals		
					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.

Electives for the Anthropology Major
Choose 105 points from this list over the course of your qualification.

[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

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

Selected papers

Code	Title	Year	Semester	Location	Points	Mode		
ANTHY102	New Zealand and the Pacific	2018	B	HAM	15			✓

Totals

					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"/>

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

THE UNIVERSITY OF WAIKATO MyWaikato Demo

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

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 Hinatore ki te Ao Maori: Introducing the Maori World	B	HAM	15	09/Jul/2018	04/Nov/2018	Pending

Special permission

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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.

Free fees for new students

The government has announced details of its fees-free policy for students who are new to tertiary education. The policy covers one year's full-time study (or 120 points, which can take more than a year if you study part-time) and has no age limit.

Check your eligibility: If you know your National Student Number (NSN), see if you qualify for fees-free at feesfree.govt.nz.

StudyLink

If you plan to apply for a student loan, visit [StudyLink](#) to find out if you are eligible.

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

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

THE UNIVERSITY OF WAIKATO MyWaikato Demo

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

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.

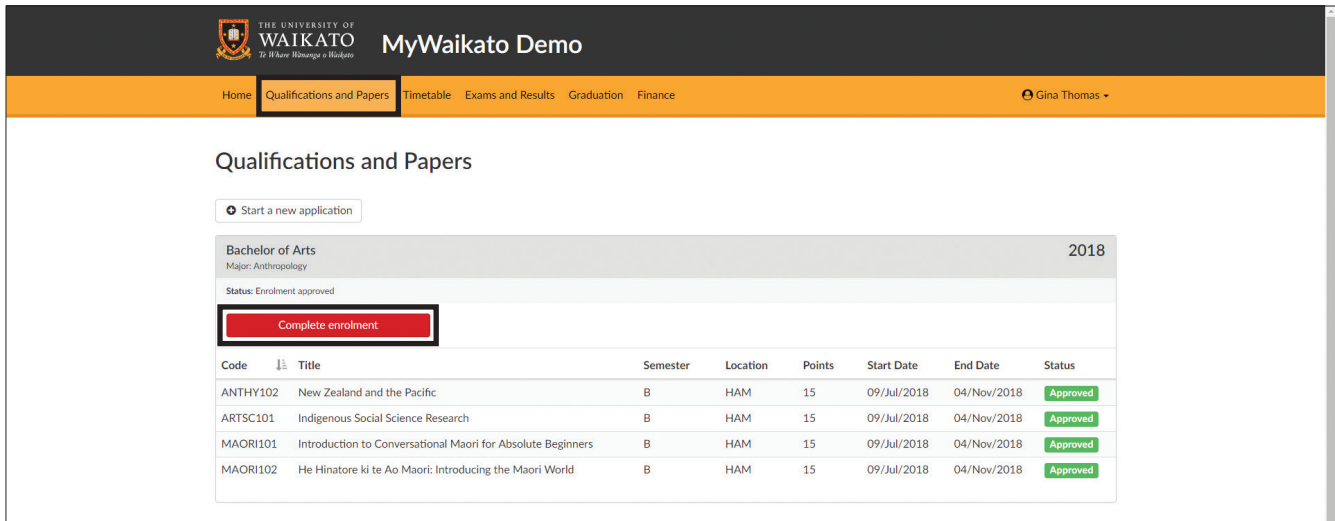
I have read and agree to the enrolment declaration*

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

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

Step 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**.



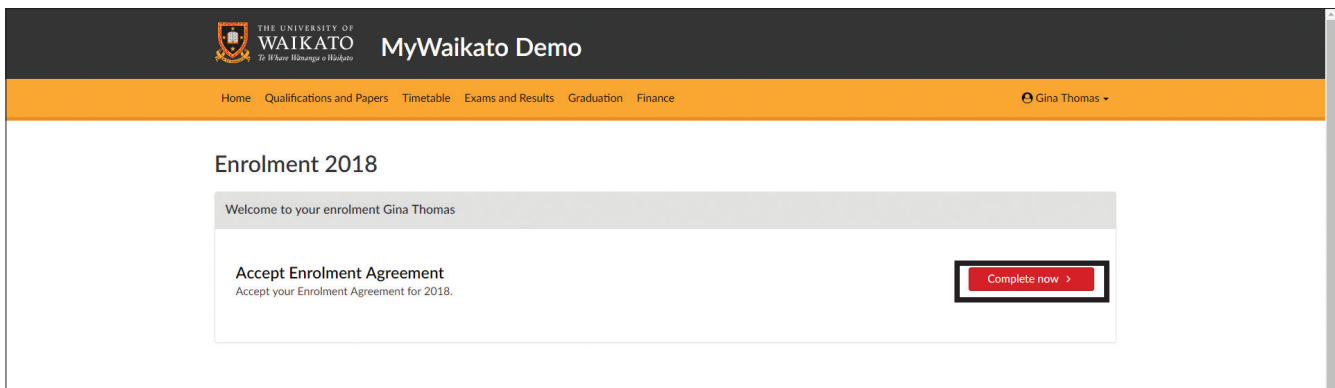
Start a new application

Bachelor of Arts
Major: Anthropology
Status: Enrolment approved

Complete enrolment

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	Approved
ARTSC101	Indigenous Social Science Research	B	HAM	15	09/Jul/2018	04/Nov/2018	Approved
MAORI101	Introduction to Conversational Maori for Absolute Beginners	B	HAM	15	09/Jul/2018	04/Nov/2018	Approved
MAORI102	He Hinatore ki te Ao Maori: Introducing the Maori World	B	HAM	15	09/Jul/2018	04/Nov/2018	Approved

On the next screen, select **Complete now**.



Welcome to your enrolment Gina Thomas

Accept Enrolment Agreement
Accept your Enrolment Agreement for 2018.


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**.


MyWaikato Demo

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

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 options](#) (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						
ANTHY102: 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
MAORI101: Introduction to Conversational Maori for Absolute Beginners 2018 B Semester, Hamilton	09/Jul/2018	04/Nov/2018	15	0.1250	\$750.00	\$0.00
MAORI102: He Hinatore 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 conditions](#).

I do NOT accept this [Enrolment Agreement](#) and wish to change my enrolment.

Payment options

I will pay the fees and charges by*

StudyLink ▾

If you pay online now, you will be charged the full amount. Our secure online payment service is certified by Paymark and PQL. 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

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**





THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

WHERE THE WORLD IS GOING
TE AHUNGA O TE AO

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