

STUDY ABROAD AND EXCHANGE STUDENT APPLICATION GUIDE



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

NEW ZEALAND

Qualifications and Papers

Apply for a new qualification

Qualification Search

Find your qualification

Any student who intends to start their qualification online and transfer to study on campus at a later date should choose Hamilton or Tauranga (depending on which campus they intend to join). Students who intend to complete their qualification completely online should choose 'Online'.

Type of qualification	Study Abroad and Exchange
Location	Hamilton
Year	2025
Keyword	

Search

STEP 1:

Apply for your qualification by logging into MyWaikato. The qualification you select must be **Study Abroad and Exchange**.

Qualification Search

Find your qualification

Any student who intends to start their qualification online and transfer to study on campus at a later date should choose Hamilton or Tauranga (depending on which campus they intend to join). Students who intend to complete their qualification completely online should choose 'Online'.

Type of qualification

Location

Year

Keyword

Search

Your search results: 1

[Study Abroad and Exchange](#)

STEP 2:

Select the **Study Abroad and Exchange** qualification from the results. Do not select any option other than Study Abroad and Exchange.

Start Date

When do you want to begin your qualification?

Study Abroad and Exchange				
Year	Intake	Location	Start date	Apply
2025	B Trimester	Hamilton	July 2025	<input type="button" value="Apply"/>
2025	C Trimester	Hamilton	November 2025	<input type="button" value="Apply"/>

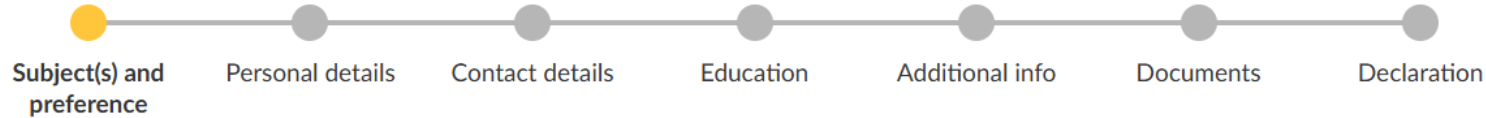
STEP 3:

Choose A or B trimester/semester, then click apply.

If you wish to apply for C trimester/semester (NZ Summer School), please contact studyabroad@waikato.ac.nz before applying.

Qualification Application

STEP 4:
Select your first preference from the drop-down menu.



Subject(s) and preference

Application preference

You may start and submit up to 3 applications per entry year. To assist us with processing your applications, please provide your preference for this application.

We will use the information you provide here to process your application(s), starting with your first preference. If you plan to submit more than one application for the same entry year, please carefully consider the preference you select here. [Click here to give this application](#)

Your preference for this application*

If you are an agent and wish to change a preference for an existing application please email agency@waikato.ac.nz. If you are not an agent please email info@waikato.ac.nz.

Required fields are marked with (*)

Personal details

Identity details

First name*	<input type="text" value="GEORGIA"/>
Second/middle name(s)	<input type="text"/>
Other second/middle name(s)	<input type="text"/>
Last name/family name*	<input type="text" value="TEST APPLICATION"/>
Preferred first name	<input type="text" value="GEORGIA"/>
Previous family name (if applicable)	<input type="text"/>
Gender*	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Gender diverse
Date of birth*	<input type="text"/> <input type="text"/> <input type="text"/>
National student number	<input type="text" value="e.g. 100000003"/> <small>Please note your NSN will be a maximum of 9 digits. If the number you have is more than 9 digits and starts with a 0 please remove the 0 before adding your number. If you don't know your NSN, leave this blank.</small>
Residency status*	<input type="text" value="Other (International)"/>
Country of citizenship*	<input type="text" value="United States of America"/>

Other details

Will you be living in New Zealand for the period of your study?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
What is your preferred mode of study?*	<input type="text" value="Start and complete programme on campus"/>
Ethnicity*	<input type="text" value="Not Stated"/> <input type="text" value="Please select"/>

Required fields are marked with (*)

STEP 5:

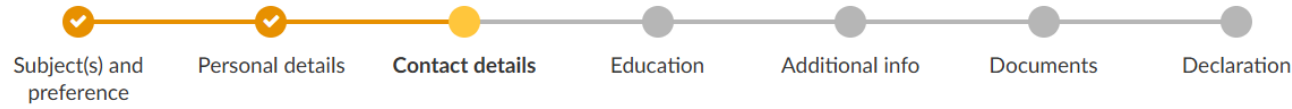
Fill out the fields. Make sure you select “Yes” to living in New Zealand for the period of your study.

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Save and return later

Save and continue »

Qualification Application



STEP 6:
Fill out the fields to add your contact details.

Contact details

Email*

Home phone

Mobile

Contact address*

City/town*

Postcode*

The postcode is only mandatory for NZ addresses. If you don't know your postcode use the [NZ Postcode Finder](#)

Country*

Required fields are marked with (*)

« Back Save and return later **Save and continue »**

Qualification Application



Education

Previous study

Are you currently at secondary/high school?*

Yes
 No

Last secondary/high school attended*

Overseas Secondary School

Last year at secondary/high school*

2023

What is the highest secondary/high school level qualification you have completed?*

Overseas Qualification

What qualification did you complete? *

Highschool Diploma

Have you previously studied at tertiary level (other than at the University of Waikato)?*

Yes
 No

Which year did you first enrol in tertiary study?*

2023

STEP 7:
Fill out the fields to add your previous study.

Previous tertiary qualification

Institution type* Overseas University

Institution name* Lebanon Valley College

Qualification type* Bachelors Degree

Qualification name* Bachelor of Business

Year from* 2023

Year to Please select

Did you complete this qualification?* Yes No

Do you have any other qualifications? Yes No

Required fields are marked with (*)

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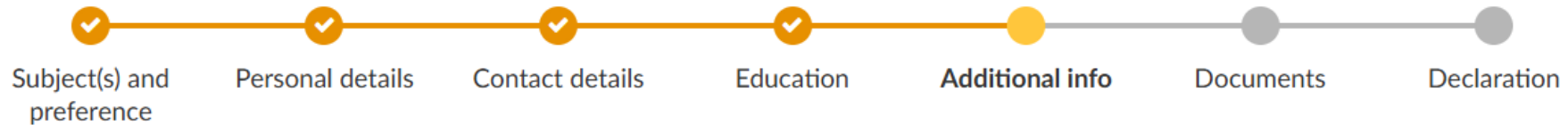
Save and return later

Save and continue »

NOTE:

This question refers to previous education, not the qualification in which you are currently enrolling for.

Qualification Application



Additional info

International

Which of the following apply to you?*

- A study abroad student
- An exchange student

STEP 8:

Your enrolment as a Study Abroad **or** Exchange Student is outlined in the welcome letter you have received from us. It is important you select the correct option to ensure your application is processed correctly.

If you are unsure, or you have not received a welcome letter from us, do not submit this application and email studyabroad@waikato.ac.nz for guidance.

Qualification Application



Additional info

International

Which of the following apply to you?*

A study abroad student

A study abroad student is from an institution that may or may not be partnered with the University of Waikato. The student is already enrolled in a degree at their home university and has chosen to study abroad for a short period of their degree. This student is a fee paying student and usually pays tuition fees to the University of Waikato or is enrolled in a Study Abroad Programme with their home university.

An exchange student

Name of Home University, Organisation or Institution*

Lebanon Valley College

Study duration*

6 months

12 months

Where are you living at the time of submitting this application?*

United States of America

City/town

NOTE:

If you have read the definitions and are still unsure if you are a Study Abroad or Exchange Student, please email studyabroad@waikato.ac.nz

Qualification Application



Additional info

International

Which of the following apply to you?*

- A study abroad student
- An exchange student**
An exchange student is from an institution which has entered into an agreement with the University of Waikato that allows for the reciprocal exchange of students between both institutions. The student is already enrolled in a degree at their home university and has chosen to study at the University of Waikato for a short period of time. The student always pays tuition fees to their home university.

Paper (Course) selection

This section details the process for requesting "pre-approval" for specific papers to assist you in your study plan at the University of Waikato. You will be able to make changes and complete the enrolment process on arrival.

Please list the paper code and trimester for your selection of at least three preferred papers that you intend on studying at the University of Waikato. This is a pre-approval paper selection to allow you the chance to formalise your cross credit arrangements (if required) and also to give you an indication of options available prior to your arrival for orientation week. You will finalise your choice of papers with the relevant School as part of your enrolment in person at our University.

On arrival, you will need to finalise which papers you would like to enrol in taking into account:

- The timetable (avoiding lecture clashes with other papers you will enrol in).
- The number of points you are enrolling in (must be within the points stipulated in your offer letter).
- The level of the study (must have met pre-requisite papers for some papers, you will require approval).

Study Abroad and Exchange students must enrol in 45 points and up to 60 points per trimester.

Almost all paper levels from 100 to 400 are worth 15 points. The levels above are worth 10, 15 or 20 points. Typically, 1 point = 10 hours of student learning time. However, this varies between each School/Subject.

You can view the list of papers offered in your relevant year at <https://papers.waikato.ac.nz/>. If your relevant year is not yet available, please use the current year as a guide. We will then confirm if your preferences are offered once papers are finalised for your chosen year.

Please refer to our [guidelines for choosing your papers](#) for further information.

If you wish to change your options after submission please email info@waikato.ac.nz

Please list your papers in order of preference.

	Paper code/name	Trimester
Paper 1*	<input type="text" value="Please enter a paper code or name. Start typing t"/>	<input type="text" value=""/>
Paper 2	<input type="text" value="Please enter a paper code or name. Start typing t"/>	<input type="text" value=""/>
Paper 3	<input type="text" value="Please enter a paper code or name. Start typing t"/>	<input type="text" value=""/>
Paper 4	<input type="text" value="Please enter a paper code or name. Start typing t"/>	<input type="text" value=""/>
Paper 5	<input type="text" value="Please enter a paper code or name. Start typing t"/>	<input type="text" value=""/>
Paper 6	<input type="text" value="Please enter a paper code or name. Start typing t"/>	<input type="text" value=""/>

Required fields are marked with (*)

STEP 9:

This is a pre-selection. Once your pre-selection has been approved and you have been issued with an offer letter, you will need to go and formally select your papers again. These papers can be changed later.

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Save and return later

Save and continue »

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Please list your papers in order of preference.

	Paper code/name	Trimester
Paper 1*	MNGMT101	B Trimester
Paper 2	Please enter a paper code or name. Start typing t	
Paper 3	Please enter a paper code or name. Start typing t	
Paper 4	Please enter a paper code or name. Start typing t	
Paper 5	Please enter a paper code or name. Start typing t	
Paper 6	Please enter a paper code or name. Start typing t	

Required fields are marked with (*)

NOTE:

List your papers (courses) in order of preference.

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Save and return later

Save and continue »

Documents

Please name all documents with the type of document, and include your student ID if you have one, or your full name. For example, 'Academic Transcript - ID1234567' or 'Academic Transcript - Last name First name'

Required documents are marked with (*)

Identification

Please upload your passport or birth certificate here. You can also upload residency visas and study permits (if applicable).

Identification

Upload 0

Upload up to 3 files of 10MB or less. Files can be doc, docx, gif, htm, html, jpeg, jpg, pdf, png.

Secondary/high school study

Please upload the certificate and transcripts for any previous secondary/high school study you have completed. If these documents are not in English you will also need to provide an official English translation.

Secondary documents

Upload 0

Upload up to 5 files of 10MB or less. Files can be doc, docx, htm, html, jpeg, jpg, pdf, png.

Tertiary documents

Please upload the certificate, transcripts (marksheet) and grading scales/system (including the minimum passing mark) for any previous tertiary study you have completed. If these documents are not in English, you will also need to provide an official English translation.

Grading scales or systems are commonly included at the back of your academic transcript or marksheet

Tertiary documents

Upload 0

Upload up to 10 files of 10MB or less. Files can be doc, docx, htm, html, jpeg, jpg, pdf, png.

English language proficiency

If you have IELTS, PTE or iBT (Internet Based TOEFL) results please upload them here. If you would like to be considered for an English language waiver you can upload supporting documentation here eg. a letter from your institute confirming that the medium of instruction for your study was English. All requests for English language waivers are considered on a case by case basis.

English language proficiency

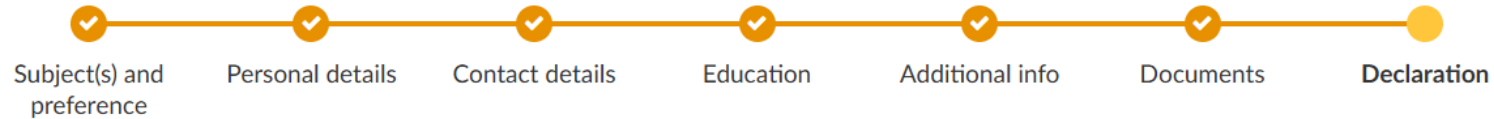
Upload 0

Upload up to 3 files of 10MB or less. Files can be doc, docx, htm, html, jpeg, jpg, pdf, png.

STEP 10:

Upload the requested documentation.

Qualification Application



Declaration

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 2020](#) 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 2020.

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 agreed to the above declaration.*

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Save and return later

Submit application

STEP 11:

Tick the box to acknowledge you have read and understood the declaration. Then submit your application. You should expect to receive your Offer of Place by email approximately 2-4 weeks after submitting your application.

