

You should complete the University and Faculty Registration in late-August and AFTER your fulfillment of the condition(s) stated in the Offer of Admission is confirmed by the University. Faculty registration should be completed by September 1, 2017 (Friday).

**THE UNIVERSITY OF HONG KONG
FACULTY OF BUSINESS AND ECONOMICS**



**Master Registration 2017
Procedures on Faculty Registration for Non-JUPAS (non-local) Students**

Welcome to the Faculty of Business and Economics (FBE)! You should come to the University and Faculty to register in late-August after completion of the master registration via the HKU portal and attend the Faculty Orientation on August 30 (Wednesday) to get to know your fellow classmates. It is important for you to complete the required procedures so as not to affect your course selection and collection of Student Registration Card.

Please read the following notes carefully and bring ALL necessary documents for registration.

Master Registration

To be completed as soon as possible after receiving the HKU portal account

You must complete the Master Registration online via the HKU Portal (<http://www.hku.hk/portal> -> Self Service -> Master Registration). The login details will be sent to your contact email address as stated in the online admissions system. Please refer to the 'Guide to Online Master Registration' as you complete the Master Registration. This process is very important and crucial for the production of your Student Registration Card, course selection and your application(s) for other study facilities.

HKU and Faculty Registration Day

From August 22 (Tuesday) or 23 (Wednesday) to 25 (Friday), 2017

Your registration with the University and the Faculty may only be considered probationary until all the required official documents are submitted and verified to the satisfaction of the University.

Please bring the below documents:

- (i) Passport with personal particulars / Exit-Entry Permit for Travelling to and from Hong Kong and Macau / Student visa and three photocopies
- (ii) A copy of your offer letter and the confirmation email from the Admissions and Academic Liaison Section
- (iii) A completed form "Photograph Submission for Student Registration Card", with one passport-sized photograph and a copy of your passport attached ([Download](#))
- (iv) A copy of the completed "Parent/Guardian Consent Form" (applicable to students who are under the age of 18 as at September 1, 2017) ([Download](#)). Please read through the important information at [here](#).

You are also reminded to bring sufficient cash (around HK\$3,000) to cover various fees.

Step 1: University Registration

| | <i>Date and time</i> | <i>Venue</i> | <i>To Do</i> |
|---|--|---|---|
| Mainland students | August 22 – 25 10:00am – 1:00pm; 2:00pm – 5:00pm | Admissions Office, MG14, Ground Floor, Main Building | Submit documents (i) to (iii) for Student Registration Card Collect the registration package. |
| International students who require student visa | August 23 – 25 10:00am – 1:00pm; 2:00pm – 5:00pm | | |

Students who are unable to come to register on August 22 – 25, 2017 should report to the Admissions Office (MG14, Ground Floor, Main Building) after August 25 during office hours as soon as possible upon arrival in Hong Kong.

Office Hours: Monday to Friday 10:00am – 1:00pm and 2:00pm – 5:00pm
Saturday 9:00am – 12:30pm
(Closed on Sundays, University holidays and public holidays)

Step 2: Faculty Registration

| <i>Time</i> | <i>Venue</i> | <i>To Do</i> |
|---|---------------------------------------|---|
| August 22 – September 1 9:00am – 1:00pm 2:00pm – 5:50pm | Room 401, 4/F, K.K. Leung Building | Collect Faculty Registration Package |

Step 3: Student Societies Registration

| <i>Student Societies</i> | | <i>Contact person</i> |
|--|---|---|
| Business and Economics Association (BEA) | <i>All FBE freshmen</i> | Ms. Ellen Chan Tel: 6736-3319; Email: ucchan-ellen@beahkusu.org |
| Business Association (BA) | <i>BBA, BBA(Acc&Fin), BBA(Law)&LLB, BBA(IBGM), BBA(IS) freshmen</i> | Mr. Karson Lau Tel: 9030-7502 Email: karsonlau_ba@connect.hku.hk |
| Economics and Finance Society (EFS) | <i>BEcon, BEcon&Fin, BFin(AMPB), BSc(QFin) freshmen</i> | Miss Yolanda Wan Tel: 6853-2995 Email: yolandawan_efs@hku.hk |
| Information Systems Association (ISA) | <i>BBA(IS) freshmen</i> | Mr. Lokyin Yeung Tel: 6056-5544 Email: isa_yeunglokyin@hku.hk |
| BBA(IBGM) Committee | <i>BBA(IBGM)freshmen</i> | Mr. Wai Hing Yuen Tel: 5137-2842 Email: yuenwh63@hku.hk |
| BBA(Law)&LLB Committee | <i>BBA(Law)&LLB freshmen</i> | Miss Winni Choi Tel: 6206-8686 Email: cw.choiwinni@gmail.com |

Faculty Orientation August 30, 2017 (Wednesday)

Faculty Orientation cum Tea Gatherings

You are cordially invited to the Faculty Orientation for FBE new students. Details are as follows:

Time: 11:15am – 1:30pm
Venue: Rayson Huang Theatre, HKU
Dress code: Business casual

Our Faculty members are looking forward to meeting you at the Orientation Reception. This will be an invaluable opportunity for you to get acquainted with the teachers as well as your fellow classmates.

Enquiries

Should you have any enquiries, you are always welcome to contact the Faculty Office:

Address: Room 401, 4/F, K.K. Leung Building, The University of Hong Kong
Phone: (852) 3917-5300
Email: fbe.ugenquiry@hku.hk
Office Hours: Monday to Friday 9:00am – 1:00pm and 2:00pm – 5:50pm
(Closed on Saturdays, Sundays, University holidays and public holidays.)

August 2017