

THE UNIVERSITY OF HONG KONG  
FACULTY OF BUSINESS AND ECONOMICS



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

Welcome to the Faculty of Business and Economics (FBE)! The HKU and Faculty Registration will be held on August 11, 2017 (Friday). On August 10, 2017 (Thursday), there will be Faculty Orientation and CEDARS Registration. It is important for you to attend **both** days and 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 non-JUPAS 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**  
*August 11, 2017 (Friday)*

**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) Your HKID card
- (ii) A completed form "Photograph Submission for Student Registration Card", with one passport-sized photograph and a copy of your HKID card attached ([Download](#))
- (iii) 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 [here](#).

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

**Step 1: University Registration**

<i>Time</i>	<i>Venue</i>	<i>To Do</i>
2:30pm – 5:00pm	Room 122, Main Building	<b>Submit</b> documents (i) to (iii) for Student Card  <b>Collect</b> the registration package

If you are unable to come in person for the University and Faculty Registration, you may authorize a representative to act on your behalf by completing the Letter of Authorization ([Download](#)).

Students who are unable to come to register on the above date and time should proceed to the following office as soon as possible after August 11, 2017:

Venue: Academic Support and Examinations Section, Registry, 9/F Knowles Building  
Time: Monday – Friday: 9:30a.m. – 12:30p.m.; or 2:00p.m. – 4:30p.m

### Step 2: Faculty Registration

<i>Time</i>	<i>Venue</i>	<i>To Do</i>
9:30am – 5:30pm	Room 301, 3/F, K.K. Leung Building	<b>Collect</b> Faculty Registration Package

### Step 3: Faculty Society Registration - Business and Economics Association (BEA)

<i>Time</i>	<i>Venue</i>	<i>To Do</i>
9:30am – 5:30pm	KK102, 1/F and KKLG109, LG1/F, K.K. Leung Building	<b>Collect</b> BEA Welfare Package

### Step 4: Academic Society Registration

<i>Time</i>	<i>Venue</i>	<i>Academic Societies</i>
9:30am – 5:30pm	KKLG101, KKL104 and KKL105, LG1/F, K.K. Leung Building	<b>Business Association (BA)</b> <u>BBA, BBA(Acc&amp;Fin), BBA(Law)&amp;LLB, BBA(IBGM), BBA(IS)</u> <u>freshmen</u>
	CYPP4, LG1/F, Chong Yuet Ming Building	<b>Economics and Finance Society (EFS)</b> <u>BEcon, BEcon&amp;Fin, BFin(AMPB), BSc(QFin)</u> <u>freshmen</u>
	KKLG106 and KKL107, LG1/F, K.K. Leung Building	<b>Information Systems Association (ISA)</b> <u>BBA(IS)</u> <u>freshmen</u>
	KK303, 3/F, K.K. Leung Building	<b>BBA(IBGM) Committee</b> <u>BBA(IBGM)</u> <u>freshmen</u>
	KK304, 3/F, K.K. Leung Building	<b>BBA(Law)&amp;LLB Committee</b> <u>BBA(Law)&amp;LLB</u> <u>freshmen</u>

### Faculty Orientation and CEDARS Registration August 10, 2017 (Thursday)

#### Faculty Orientation cum Tea Gatherings by Curricula

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

Time: 1:45pm – 5:00pm  
 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.

#### CEDARS Registration (Optional)

<i>Time</i>	<i>Venues</i>	<i>To do</i>
10:30am – 7:30pm	2/F, Chi Wah Learning Commons, Centennial Campus	A one stop shop for new students to register their needs and interests in student support and resources including money, housing, psychological wellbeing, non-academic induction activities, and co-curriculum programmes.

## **Enquiries**

Should you have any enquiries, you are always welcome to contact us:

### Faculty of Business and Economics

Address: Room 401, 4/F, K.K. Leung Building, The University of Hong Kong  
Phone: (852) 3917-5300  
Email: [fbe.ugenquiry@hku.hk](mailto: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