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 August 31, 2018 (Friday).

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**THE UNIVERSITY OF HONG KONG**

**FACULTY OF BUSINESS AND ECONOMICS**

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**Master Registration 2018**

**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 29 (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.

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**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 HKU facilities.

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**HKU and Faculty Registration Day**

*From August 22 (Wednesday) or 23 (Thursday) to 24 (Friday), 2018*

Your registration with the University and the Faculty is only 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 HKID card 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, 2018) ([Download](#)). Please read through the important information [here](#).

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

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**Step 1: University Registration**

<table>
<thead>
<tr>
<th>Date and time</th>
<th>Venue</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mainland students</strong></td>
<td>August 22 – 24 10:00am – 1:00pm; 2:00pm – 5:00pm</td>
<td>Admissions Office, MG14, Ground Floor, Main Building</td>
</tr>
<tr>
<td><strong>International students who require student visa</strong></td>
<td>August 23 – 24 10:00am – 1:00pm; 2:00pm – 5:00pm</td>
<td></td>
</tr>
</tbody>
</table>

Students who are unable to come to register on August 22 – 24, 2018 should report to the Admissions Office (MG14, Ground Floor, Main Building) after August 24 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

<table>
<thead>
<tr>
<th>Time</th>
<th>Venue</th>
<th>To Do</th>
</tr>
</thead>
</table>
| August 22 – 31  
9:00am – 1:00pm  
2:00pm – 5:50pm | Room 401, 4/F,  
K.K. Leung Building | **Collect** Faculty Registration Package |

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### Step 3: Student Societies Registration

<table>
<thead>
<tr>
<th>Student Societies</th>
<th>Contact person</th>
</tr>
</thead>
</table>
| Business and Economics Association (BEA) | **All FBE freshmen**  
Jeremy Wong  
Tel: 9166 8011;  
Email: cywong-jeremy@beahkusu.org |
| Business Association (BA) | **BBA, BBA(Acc&Fin),**  
**BBA(Law)&LLB,**  
**BBA(IBGM), BBA(IS) freshmen**  
Sabrina Ho  
Tel: 5404 0491  
Email: hosabrina_ba@hku.hk |
| Economics and Finance Society (EFS) | **BEcon, BEcon&Fin,**  
**BFin(AMPB), BSc(QFin) freshmen**  
Gordon So  
Tel: 9791 8833  
Email: gordonso_efs@connect.hku.hk |
| Information Systems Association (ISA) | **BBA(IS) freshmen**  
Rainie Ng  
Tel: 6387 0524  
Email: rainienhy@hku.hk |
| BBA(IBGM) Committee | **BBA(IBGM) freshmen**  
Jovy Mok  
Tel: 6078 7722  
Email: enrichment@ibgm.info |
| BBA(Law)&LLB Committee | **BBA(Law)&LLB freshmen**  
Ranness Chung  
Tel: 9843 0231  
Email: blawhku@gmail.com |

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### Faculty Orientation

**August 29, 2018 (Wednesday)**

**Faculty Orientation cum Tea Gatherings**

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

- **Time:** 11:30am – 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.

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**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) 3917-5343
- **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 2018