Welcome to the Faculty of Business and Economics (FBE)! The HKU and Faculty Registration will be held on August 10, 2018 (Friday). On August 9, 2018 (Thursday), there will be Faculty Orientation and CEDARS Registration. It is important for you to attend all the abovementioned activities on 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 HKU facilities.

**Faculty Orientation and CEDARS Registration**

*August 9, 2018 (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:** 2:30pm – 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)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Venues</th>
<th>To do</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30am – 7:30pm</td>
<td>2/F, Chi Wah Learning Commons, Centennial Campus</td>
<td>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. For details, please visit the following link: <a href="http://www.cedars.hku.hk/registration">http://www.cedars.hku.hk/registration</a></td>
</tr>
</tbody>
</table>

**HKU and Faculty Registration Day**

*August 10, 2018 (Friday)*

*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:

1. Your HKID card
2. A completed form “Photograph Submission for Student Registration Card”, with one passport-sized photograph and a copy of your HKID card attached (Download)
3. 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.

### Step 1: University Registration

<table>
<thead>
<tr>
<th>Time</th>
<th>Venue</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30pm – 5:00pm</td>
<td>Room 167, Main Building</td>
<td>Submit documents (i) to (iii) for Student Card</td>
</tr>
</tbody>
</table>

Collect the registration package

If you are unable to come in person for the University and Faculty Registration during the above period, 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 10, 2018:

**Venue:** Academic Support and Examinations Section, Registry, Room 901, 9/F Knowles Building  
**Time:** Monday – Friday: 9:30a.m. – 12:30p.m.; or 2:30p.m. – 4:30p.m

### Step 2: Faculty Registration

<table>
<thead>
<tr>
<th>Time</th>
<th>Venue</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30am – 5:30pm</td>
<td>Room 301, 3/F, K.K. Leung Building</td>
<td>Collect Faculty Registration Package</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Venue</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30am – 5:30pm</td>
<td>KK101, 1/F and KKLG111, LG1/F, K.K. Leung Building</td>
<td>Collect BEA Welfare Package</td>
</tr>
</tbody>
</table>

### Step 4: Academic Society Registration

<table>
<thead>
<tr>
<th>Time</th>
<th>Venue</th>
<th>Academic Societies</th>
</tr>
</thead>
</table>
| 2:30am – 5:30pm | KKLG110, KKLG104 and KKLG105, LG1/F, K.K. Leung Building | **Business Association (BA)**  
*BBA, BBA(Acc&Fin), BBA(Law)&LLB, BBA(IBGM), BBA(IS)*  
*freshmen* |

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<tr>
<th>Time</th>
<th>Venue</th>
<th>Academic Societies</th>
</tr>
</thead>
</table>
| 2:30am – 5:30pm | KKLG106 and KKLG107, LG1/F, K.K. Leung Building | **Economics and Finance Society (EFS)**  
*B Econ, B Econ&Fin, B Fin(AMPB), B Sc(Q Fin)*  
*freshmen* |

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<tr>
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<th>Academic Societies</th>
</tr>
</thead>
</table>
| 2:30am – 5:30pm | KKLG101, LG1/F, K.K. Leung Building | **Information Systems Association (ISA)**  
*BBA(IS)*  
*freshmen* |

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<tr>
<th>Time</th>
<th>Venue</th>
<th>Academic Societies</th>
</tr>
</thead>
</table>
| 2:30am – 5:30pm | KK303, 3/F, K.K. Leung Building | **BBA(IBGM) Committee**  
*BBA(IBGM)*  
*freshmen* |

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<tr>
<th>Time</th>
<th>Venue</th>
<th>Academic Societies</th>
</tr>
</thead>
</table>
| 2:30am – 5:30pm | KK304, 3/F, K.K. Leung Building | **BBA(Law)&LLB Committee**  
*BBA(Law)&LLB*  
*freshmen* |
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) 3917-5343
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