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 above mentioned 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 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)**

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, 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>Loke Yew Hall</td>
<td><strong>Submit</strong> documents (i) to (iii) for Student Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Collect</strong> the registration package</td>
</tr>
</tbody>
</table>

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,</td>
<td><strong>Collect</strong> Faculty Registration Package</td>
</tr>
<tr>
<td></td>
<td>K.K. Leung Building</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date and 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><strong>Collect</strong> 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  |
|        | KKLG106 and KKLG107, LG1/F, K.K. Leung Building                      | **Economics and Finance Society (EFS)**  
**BEcon, BEcon & Fin, BFin(AMPB), BSc(QFin)**  
freshmen  |
|        | KKLG101, LG1/F, K.K. Leung Building                                 | **Information Systems Association (ISA)**  
**BBA(IS)**  
freshmen  |
|        | KK303, 3/F, K.K. Leung Building                                     | **BBA(IBGM) Committee**  
**BBA(IBGM)**  
freshmen  |
|        | 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