**Registration Form**

**International, HMT &Exchange Students**

**Registration Date: 11 September 2021 (09:00-12:00)**

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| **Student Name** |  | **Student ID** |  |
| **Major** |  | **Faculty** |  |
| **Religion** |  | **Emergency contact** |  |

*All students must go through the following registration procedures step by step in order to be fully registered with the University*

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| **Procedure** | **Location** | **Related matters** | **Office confirmation** |
| Step 1: Check online registration status | **N/A** | * Complete online registration on My Nottingham * If not, go to **Portland Building 226** |  |
| Step 2: Global Engagement Office | **Hall of Lord Dearing Building( DB)** | * Visa & Police registration check * Sign up for group health check |  |
| Step 3: Finance Office | **DB A06** | * Payment status check   (Tuition fee and miscellaneous fees) |  |
| Step 4: Department of Campus Life | **Hall of Lord Dearing Building(DB)** | * Meet student support advisors * Collect Fresher’s box * Photo taking （D.H Lawrence Auditorium Hall） |  |
| Step 5: Accommodation Office | **Life Service Centre**  (Between #12A and #12B) | * Activate your Student ID card for accommodation area * Meet your life tutor |  |

**\* For students who have not completed online registration on MyNottingham, please go to Portland Building 226 after finishing above procedures.**