**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**
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| Step 2: Global Engagement Office  | **Hall of Lord Dearing Building( DB)** | * Visa & Police registration check
* Sign up for group health check
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| 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）
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| 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.**