**PGR Registration Form**

**111 September 2021 (09:00-12:00, 13:30-17:00)**

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| **Student Name** |  | | **Student ID** |  | |
| **Programme** |  | **Faculty** |  | **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 （International, HMT &Exchange Students only） | **Hall of Lord Dearing Building (DB)** | * Visa & Police registration check * Sign up for group health check |  |
| Step 3: Graduate School (Domestic PGR Students) | **Hall of Lord Dearing Building**  **(DB)** | * Get your certificates and transcripts checked |  |
| Step 4: Finance Office | **DB A06** | * Payment status check   (Tuition fee and miscellaneous fees) |  |
| Step 5: Department of Campus Life | **Hall of Lord Dearing Building (DB)** | * Meet Student Support Advisor * Collect Fresher’s box * Photo taking （D.H Lawrence Auditorium Hall） |  |
| Step 6: Accommodation Office | **Life Service Centre**  (Between #12A and #12B) | * Activate your Student ID card in residential 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.**