**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**
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| 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
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| Step 3: Graduate School (Domestic PGR Students) | **Hall of Lord Dearing Building****(DB)** | * Get your certificates and transcripts checked
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| 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）
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| Step 6: Accommodation Office  | **Life Service Centre** (Between #12A and #12B) | * Activate your Student ID card in residential area.
* Meet your Life Tutor
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 **\* For students who have not completed online registration on MyNottingham, please go to Portland Building 226 after finishing above procedures.**