**PGR Late Registration Form (Late Registration)**

**Registration after 11 September 2021**

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| --- | --- | --- | --- |
| **Student Name** |   | **Student ID**  |   |
| **Programme** |   | **Faculty** |  | **Emergency contact** |   |

 *For students of late registration, please finish your accommodation check-in at your earliest time and take following registration procedures.*

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|  | **Procedure** | **Location** | **Related matters** | **Office confirmation** |
| Upon your arrival | Step 1: Accommodation Office  | **Life Service Centre** (Between #12A and #12B) | * Activate your Student ID card for accommodation area
* Meet your life tutor
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| Service open from 9:00, 13 September 2021 | Step 2: Global Engagement Office （International, HMT &Exchange Students only) | **Trent 350** | * Visa & Police registration check
* Sign up for group health check
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| Step 3: Graduate School (Domestic PGR Students) | **Trent 341** | * Get your certificates and transcripts checked
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| Step 4: Finance Office | **\*The Hub**  | * Payment status check

(Tuition fee and miscellaneous fees) |  |
| Step 5: Department of Campus Life | **Locations will be informed in The Hub** | * Meet student support advisors
* Fresher’s box collection
* Photo Submission
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**\*Office location and Service Hour of The Hub:**

Sep 6th to Sep 10th – temporary office@ Teaching Building room 101 (09:00-12:00&13:30-17:00)

Sep 13th to Sep 17th – temporary office@ Teaching Building room 101 (09:00-17:00, no lunch break)

Sep 20th to Sep 24th – Portland Building 120 (09:00-17:00, no lunch break)

From Sep 27th – Portland Building 120 (09:00-11:30&12:30-17:00)