**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 |  |
| 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 |  |
| Step 3: Graduate School (Domestic  PGR Students) | **Trent 341** | * Get your certificates and transcripts checked |  |
| 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 |  |

**\*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)