

You should complete the University and Faculty Registration as soon as possible AFTER your fulfillment of the condition(s) stated in the Offer of Admission is confirmed by the University. Faculty registration should be completed by September 2, 2016 (Friday).

**THE UNIVERSITY OF HONG KONG
FACULTY OF BUSINESS AND ECONOMICS**



**Master Registration 2016
Procedures on Faculty Registration for Non-JUPAS (local) Students**

Welcome to the Faculty of Business and Economics (FBE)! You should come to the University and Faculty to register as soon as possible after completion of the master registration via HKU Portal and attend the Faculty Orientation on August 26 (Friday) to get to know your fellow classmates. It is important for you to complete the required procedures so as not to affect your course selection and collection of Student Registration Card.

Please read the following notes carefully and bring ALL necessary documents for registration.

Master Registration
To be completed as soon as possible after receiving the HKU portal account

You must complete the Master Registration online via the HKU Portal (<http://www.hku.hk/portal> -> Self Service -> Master Registration). The login details will be sent to your contact email address as stated in the online admissions system. Please refer to the 'Guide to Online Master Registration' as you complete the Master Registration. This process is very important and crucial for the production of your Student Registration Card, course selection and your application(s) for other study facilities.

HKU and Faculty Registration

Your registration with the University and the Faculty may only be considered probationary until all the required official documents are submitted and verified to the satisfaction of the University.

Please bring the below documents:

- (i) Your HKID card
- (ii) A completed form "Photograph Submission for Student Registration Card", with one passport-sized photograph and a copy of your HKID card attached ([Download](#))
- (iii) A copy of the completed "Parent/Guardian Consent Form" (applicable to students who are under the age of 18 as at September 1, 2016) ([Download](#)). Please read through the important information [here](#).

You are also reminded to bring sufficient cash (around HK\$3,000) to cover various fees.

Step 1: University Registration

Freshmen should make an appointment with Ms. Christy Chan by phone at (852) 2859-2436 **at least one working day in advance before completion of the university registration.**

<i>Date and time</i>	<i>Venue</i>	<i>To Do</i>
Monday – Friday 9:00 a.m. – 5:30p.m. Saturday 9:00 a.m. – 12:30 p.m.	9 th Floor, Knowles Building	Submit documents (i) to (iii) for Student Registration Card Collect the registration package

Step 2: Faculty Registration

<i>Time</i>	<i>Venue</i>	<i>To Do</i>
August 12 – September 2, 2016 9:00am – 1:00pm 2:00pm – 5:50pm	Room 401, 4/F, K.K. Leung Building	Collect Faculty Registration Package

Step 3: Student Societies Registration

<i>Student Societies</i>		<i>Contact person</i>
Business and Economics Association (BEA)	<i>All FBE freshmen</i>	Miss Joyce Wong Tel: 5322-0590; Email: clwong-joyce@beahkusu.org
Business Association (BA)	<i>BBA, BBA(Acc&Fin), BBA(Law)&LLB, BBA(IBGM), BBA(IS) freshmen</i>	Miss Christy Li Tel: 6198-5008 Email: christyli_ba@hku.hk
Economics and Finance Society (EFS)	<i>BEcon, BEcon&Fin, BSc(QFin) freshmen</i>	Miss Holdy Chau Tel: 6742-7626 Email: holdychau_efs@hku.hk
Information Systems Association (ISA)	<i>BBA(IS) freshmen</i>	Mr. Billy Fong Tel: 6561-2075 Email: hkuisa@hku.hk
BBA(IBGM) Committee	<i>BBA(IBGM)freshmen</i>	Mr. Chris Li Tel: 6383-0283 Email: chris711997@gmail.com
BBA(Law)&LLB Committee	<i>BBA(Law)&LLB freshmen</i>	Miss Elment Yu Tel: 9615-8101 Email: elmentyu@gmail.com

Faculty Orientation August 26, 2016 (Friday)

Faculty Orientation cum Tea Gatherings

You are cordially invited to the Faculty Orientation for FBE new students. Details are as follows:

Time: 10:45am – 1:15 pm
Venue: Rayson Huang Theatre, HKU
Dress code: Business casual

Our Faculty members are looking forward to meeting you at the Orientation Reception. This will be an invaluable opportunity for you to get acquainted with the teachers as well as your fellow classmates.

Enquiries

Should you have any enquiries, you are always welcome to contact the Faculty Office:

Address: Room 401, 4/F, K.K. Leung Building, The University of Hong Kong
Phone: (852) 3917-5300
Email: fbe.ugenquiry@hku.hk
Office Hours: Monday to Friday 9:00am – 1:00pm and 2:00pm – 5:50pm
(Closed on Saturdays, Sundays, University holidays and public holidays.)

August 2016