Checklist for New Students Completing Registration (2014-15)

A Programme Registration

Step 1: Check Main Round offer results from 9:00 am, 8 August.

Step 2: Confirm acceptance by paying the fee of HK$5,000 to JUPAS Office on or before 5:00 pm, 9 August.

Access the JUPAS website (http://www.jupas.edu.hk) to complete Steps 1 and 2.

Step 3: Check offer details and registration procedures from the online Notice of Offer via eAdmission (http://www.polyu.edu.hk/admission).

- "Account name" = your application number
- "Password" = your HKID card number including alphabets and digit/alphabet in bracket (case sensitive) or passport number

Step 4: Update information on emergency contact and upload your recent coloured photo before your registration date for preparation of your PolyU student identity card. The photo requirements are:

- file size: 200-600KB
- image type: JPEG
- must be taken full face and without a hat
- acceptable dimension:
  - by scanning (scanner quality in 600dpi) – photo size: 40mm(W) x 50mm(H)
  - by shooting digital photo – image size: 1200 pixel(W) x 1600 pixel(H)

Step 5: Come to Fong Shu Chuen Hall according to the date and time specified in the Notice of Offer and bring with you the necessary documents required for:

- verification of your personal particulars; and
- issuance of the Student Identity Card (you may bring along a copy of your recent coloured photo as a back-up copy in case there is problem with your uploaded photo).

Step 6: Settle the remaining amount of tuition fee for Semester 1 of 2014-15 by the payment deadline specified in the Notice of Offer. If you fail to settle the fees by the specified date, you will be considered as having given up your study place at PolyU which will be filled by another applicant immediately.

[In the event of Tropical Cyclone Warning Signal No. 8 or above being hoisted or a Black Rainstorm Warning being issued on 11, 12 or 13 August, programme registration (i.e. Step 5) will be postponed according to the following schedule, with the time and venue remain unchanged. No separate notification will be given.]

<table>
<thead>
<tr>
<th>Original Registration Date</th>
<th>Re-scheduled Registration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 August (Monday)</td>
<td>14 August (Thursday)</td>
</tr>
<tr>
<td>12 August (Tuesday)</td>
<td>14 August (Thursday)</td>
</tr>
<tr>
<td>13 August (Wednesday)</td>
<td>14 August (Thursday)</td>
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</tbody>
</table>
B Subject Registration

You will be using the dedicated web platform – eStudent for all study related activities such as subject registration, timetables or assessment results checking and update of personal particulars. For subject registration, follow the steps below after you have completed your programme registration.

Step 1: Attend the subject registration briefing (refer to the section 'Subject Registration Briefing Arrangements' below for details).

Step 2: Check whether there are any pre-assigned subjects at eStudent (http://www.polyu.edu.hk/student > My Profile > Study Information). Prior approval by your department is required for dropping of any subjects pre-assigned/registered by your department.

Step 3: Complete your subject registration during the period from 25 to 26 August 2014. Check your "Personal Checklist" for your assigned commencing time for subject registration at eStudent (http://www.polyu.edu.hk/student > My Subject Registration > Personal Checklist). Start your online subject registration at or anytime after the assigned commencing time.

You can also enroll on Cluster Area Requirements (CAR) subjects. Refer to the CAR subject information at eStudent (http://www.polyu.edu.hk/student > Information > Subject Search > By Subject > Category (select relevant category)) or at the direct link https://www2.polyu.edu.hk/as/Polyu/SUBREG/CAR_Information.pdf

If you need more information on the CAR subjects, check the descriptions forms available at http://www.polyu.edu.hk/ogur/CAR-on-Offe.html

Step 4: To understand the procedures better, refer to the User Manual for Subject Registration at eStudent (http://www.polyu.edu.hk/student > My Subject Registration > Subject Registration > Help) or at the direct link http://www.polyu.edu.hk/as/subj_reg/Subject_Registration_User_Manual.pdf. You can find a PowerPoint presentation and a list of Frequently Asked Questions. Complete subject registration according to the procedures specified in the presentation.

Step 5: Double check your "Class Timetable" and attend classes accordingly (http://www.polyu.edu.hk/student > My Timetable > Class Timetable).

Subject Registration Briefing Arrangements

It is necessary for you to attend a one-hour briefing session to understand the subject registration procedures and your curriculum requirements. Pick one session from the following and attend it accordingly.

<table>
<thead>
<tr>
<th>Scheduled Date</th>
<th>Venue</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 August 2014 (Monday)</td>
<td>Room: V322</td>
<td>2 Sessions – 4:00 pm and 5:00 pm</td>
</tr>
<tr>
<td>12 – 14 August 2014</td>
<td>Room: V322</td>
<td>4 Sessions – 11:00 am, 12:00 noon, 4:00 pm and 5:00 pm</td>
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</tbody>
</table>

[Subject registration briefing will be cancelled in the event of Tropical Cyclone Warning Signal No. 8 or above being hoisted or a Black Rainstorm Warning being issued 2 hours before the scheduled briefing session.]
Application for MTR Student Travel Card

If you are a full-time student of 25 years old or below (born in/after 1989), you may apply for an MTR student travel card. Application form can be downloaded from the MTR website (http://www.mtr.com.hk/eng/fares_tickets/student_travel_scheme.html) starting from 1 September 2014.

You should complete the application form and go to AG205 (Podium Level) for endorsement of student status during 10-12 & 15 September 2014 from 10:00 a.m. to 5:00 p.m. For details, please refer to the notice posted on the Notice Boards of the Academic Secretariat on the podium and on the University Portal (https://portal.polyu.edu.hk) around end of August 2014.