



Ulster University Business School

Dear Student,

Welcome to Ulster University Business School! We are delighted that you have chosen to study at Ulster University Business School in 2017-18, and we are confident that you will find your academic study both stimulating and rewarding.

As you will soon be attending Induction and Registration sessions, the Business School administrative staff are keen to ensure that things run smoothly and that you know what is required of you.

Please find dates, times and venue of your Induction and Registration sessions by going to the campus link and then to your course title.

It is most important that you attend the Induction session to meet your Course Director and fellow students. This will be followed by a Registration session.

For registration please ensure that you bring the following:

- Original examination certificates of all qualifications including GSCE Maths and English. Please note that without these you will be unable to complete the Registration process and will not have access to University facilities or finance. This applies regardless of any copies you may have previously supplied.
- Photographic identification e.g. Birth Certificate or Passport
- Two Passport-sized photographs (name to be printed on reverse)
- Financial Assessment Form and/or fees, if appropriate. Methods and amount of payment required will be explained by Finance Department staff.

Please note that you will be required to complete on-line registration in the Library and payment of fees immediately following the Registration session. Registration staff will direct you to these two areas. A guide to enrolling at the University of Ulster is available on the University's website:

Go to <https://www.ulster.ac.uk/academic/services/student/registration.html> and click on the link "New Students".

On behalf of the Faculty I wish to welcome you to the University, and I trust that you will have a memorable and enjoyable student experience at Ulster University Business School. Should you have any questions or concerns in the meantime, please email business@ulster.ac.uk.

Yours sincerely

Tom O'Neill
Head of Administration
Ulster University Business School