



PG

Registration –
wef Mon 9 Sep

Queries: freshers@dow.cam.ac.uk

ACTION [Record on Freshers_information Area in Sharepoint]:

- Check Student’s Identification
- Scan Passport and Visa [if visa holder].....
- Sign PBI Contact Sheet [if applicable] and Record Date as 01/10/19
- Issue Documentation [if applicable]
- Record on Sharepoint as ‘Registered’
- Issue University Card and Room Key [if applicable]

REGISTRATION:

- Academic Gown.....
- College Nurse.....
- College Policies and Terms & Conditions
- Graduate Tutor/Director of Studies.....
- Matriculation Events
- [Timetable for Events on 15 October]

https://www.ryderamies.co.uk/shop/range/academic-robos/graduate-gowns/ [Email for voucher code]
www.vle.cam.ac.uk [Sign up from 1 October]
www.vle.cam.ac.uk [Agree online 1 - 11 October]
www.vle.cam.ac.uk [Sign up from 1 October]
http://www.dow.cam.ac.uk/join-downing/information-new-students/quick-checklist-postgraduates/matriculation-postgraduates

INFORMATION:

- Financial Support [list of funding available]
- Letter Requests [bank, council tax, student certificate, student railcard applications]
- Motor Vehicles and Parking.....
- Tutorial Office [opening hours].....
- Welfare [help and support]

http://www.dow.cam.ac.uk/students/finances-bursaries-and-awards/college-external-and-university-wide-financial-support
tutorial-enquiries@dow.cam.ac.uk [Email to request a letter – please allow 5 working days]
http://www.dow.cam.ac.uk/current-students/downing-college-rules-and-guidelines/bicycles-and-cars
http://www.dow.cam.ac.uk/students/tutorial-and-admissions-office
http://www.dow.cam.ac.uk/students/tutors [Grad Tutors] chaplain@dow.cam.ac.uk [College Chaplain] academic-registrar@dow.cam.ac.uk [Tutorial Office] https://linkline.org.uk/ [Nightline – confidential support] EMERGENCY – Contact the Porters’ Lodge [01223 334800]

ACCOMMODATION [living at Downing]:

Whilst the College endeavours to provide you with a well-equipped, clean and fully functional room occasionally things do go wrong. In these instances, please action the following:

- Cleanliness [email the Housekeeping Department] ...
- IT Issues [email the IT Department]
- Maintenance [report faults/issues online]
- Room Inventory [complete online].....

cb307@dow.cam.ac.uk and db520@dow.cam.ac.uk
it@dow.cam.ac.uk
https://distro.dow.cam.ac.uk/oms/default.aspx
http://www.dow.cam.ac.uk/join-downing/information-new-students/quick-checklist-postgraduates/action-postgraduates/moodle-2 [From 1 - 11 October]

This document can be accessed online at:

http://www.dow.cam.ac.uk/sites/default/files/2019_2020_pg_fresher_registration_document.pdf

Each staircase or hostel has a ‘Fire Action’ notice – on your arrival please familiarise yourself with this important health and safety information, as well as locating your designated fire assembly point