

New Students To Do List:

Attend the Tutors' welcome meeting and party. Friday October 2nd at 4pm in the Fitzpatrick Hall.

Collect your **University Card** from Robbie Kneale at the Tutors' welcome meeting on the 2nd (unless you are an MBA student, in which case your card will be distributed to you by the Judge Institute). If for some reason you are unable to go to the Tutors' meeting, you can collect your card from Robbie later at her office (Essex Building 3A).

Activate your Hermes, PWF and Raven **computer accounts**. The "Raven" password which will be assigned to you during this process will allow you to get onto the internet through the wireless Lapwing network at various places on campus, and is necessary to register your computer for internet access in your College room. There are three ways to do this:

- A. If you are living in Queens' accommodation, it should be possible to simply plug your computer into the ethernet socket. Open a new browser window and you will be directed to the Queens' network registration page. Follow the "Students and other College Members Link" and then click on "collect your passwords".
- B. If you have internet access somewhere else, visit <https://jackdaw.cam.ac.uk/signup/>.
- C. There are computers in the college computer room (Essex building) as well as at Owlstone Croft where you can register: Use the login 'signup' with no password, this will allow you to access the "jackdaw" webpage of method B.

Bookmark the **MCR website**, at <http://qmcr.org.uk>. The website contains reference information for graduate students, as well as a calendar of upcoming events.

Sign up for the **Cashless payment system**, which is how you will pay for food in the college cafeteria, as well as book for formal Halls. (instructions below from the JCR)

- Go to www.cashless.co.uk with University card in hand.
- Click on "Create New Account" in the bottom right hand corner. The Company ID for Queens' is 32. Your User ID is on the back of your University Card in the bottom left hand corner, before the forward slash, (e.g. xy1234t). Now follow the on screen instructions.
- You will be asked to enter an email address; use your full Cambridge University address (e.g. abc123@cam.ac.uk).
- An email will then be sent to you (this can take up to an hour, but is often much quicker). The rest of the process should then be self explanatory. Should you have any difficulties contact Catering directly at catering.enquiries@queens.cam.ac.uk.

Locate your **pigeon hole**, which is your mailbox in college (everyone automatically receives one). It's in the Porters' Lodge. Check this early and often, as a lot of important information will come through it, especially during the first couple of weeks. It's here that you'll find your invitation to the Matriculation Dinner (15 October, RSVP required), and the drinks reception with in the President's Lodge with Lord Eatwell (6th or 7th Oct. RSVP required).

Get a **Gown**. Ryder & Amies or Ede and Ravenscroft sell ex-hire gowns and a limited number are available at discount from the MCR, check the website at <http://qmcr.org.uk> for more details. The GU hires gowns as well. Gowns are required for the Matriculation Photograph and Dinner as well as all Formal Halls and other official College activities.

Register with a **medical surgery**. You should be given a list of local surgeries by your tutor. Alternatively you can collect one from Robbie Kneale.

With your University card in hand (see above), you should register with the **University Library**. You will also need your final letter of acceptance from the Board of Graduate Studies (do not lose this letter-- it is proof of your student status!).

Register your bicycle with the Porter's Lodge. They will give you a unique ID number for your bike and a marker to write it onto the frame. It will help in the event of theft, or when the College is clearing out its racks of unclaimed cycles.

International students:

Get a **British bank account**. When you open a bank account, the bank will expect to see a letter proving that you're with a college. Robbie Kneale, the graduate Administrator, can provide you with one. You can request it from her by filling in the form that she'll be handing out at the Tutors' welcome meeting. Expect to get the letter back about a week or so after you've returned the form to her (bear in mind she'll be writing these letters for about 200 new students!).

Register with the police (if you have been told that you must do so) at the Parkside Police Station.