

Dear Parent or Guardian,

We look forward to welcoming you to Richmond along with our new students. Please be assured that your help and presence during the first two days of Orientation are most welcome!

The scheduled time for move-in/check-in is Tuesday, August 31st from 8:00am-5:00pm in the Lycett Room of the Main Building. Please come along and help your student settle in to his/her room. You will also have an opportunity to explore the campus and accompany your student on a guided tour of the Richmond town centre. These tours are led by Residence Life staff and they will help to familiarize your student with local resources. There are various shops in the town centre where dormitory and university supplies can be purchased.

On Wednesday, September 1st there is a Parent Welcome Meeting at 9:30am. All parents are encouraged to attend. Please check the Orientation Schedule for the location of this meeting. You will have the opportunity to meet with senior University administrators who will be available to address any questions or concerns you might have. During the Orientation program, parents may enjoy the following catering services provided in the marquee.

The schedule for meal participation is as follows:

***August 31st** Breakfast 8:00-10:00am Lunch 12:00-2:00pm Dinner 5:00-7:00pm*

***September 1st** Breakfast 8:00-10:00am Lunch 12:00-2:00pm*

We understand that starting university is a major milestone in the lives of students and parents alike. We have carefully designed Orientation week to introduce students to their new lives at university in London. As Wednesday morning is the end of family orientation, we kindly ask that parents excuse themselves from the week's activities after lunch to allow their student to fully engage in their new home and academic environment. We appreciate your participation and cooperation during this first week at Richmond.

Further to this, please be aware that a very informative handbook for parents can be found on the University website.

We also recommend you visit our 'Frequently Asked Questions' webpage.

We look forward to seeing you in just a few short weeks!

Sincerely,

The Student Affairs and Admissions Teams