



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

**User Manual of Online Application System for
“Principals’ Recommended Admission (PRA)” 2025/2026
(Applicable to Recommended Applicants)**

Table of Contents

1. Login to the Online Application System	3
2. Personal Information	5
3. Choice of Programmes	6
4. Certificate or Proof for Special Talents or Outstanding Achievement (If applicable)	7
5. Application Documents	8
6. Confirmation	8
7. Change or Update Information in the Online Application System	11
8. Generate Application Number.....	12
9. FAQ	13
10. Contact Point	14

1. Login to the Online Application System

- 1) The recommended student will receive an invitation email and SMS from “Online Admission Application <no_reply_adm@um.edu.mo>” of University of Macau along with a “Login no.” (2500XXXXX) and “One-time Password” for the PRA Online Application System. Please click onto the link provided in the invitation email to access the system.

From:	Online Admission Application <no_reply_adm@um.edu.mo>
Sent:	2024年9月26日星期四 下午 2:00
To:	chansioman@gmail.com
Subject:	University of Macau: Application for Principals' Recommended Admission to University of Macau - Login no. 250050882

**** Note **** Please do not reply to this email address. This is an automatically generated email.

Dear applicant,

Thank you for your interest in our programmes and please note the following login information for your online application account:

Login No.: 250050882
One-time Password: 1234567(1)

Please click the following link for access to the online application system:
https://isw.um.edu.mo/naweb_application/faces/pra_login.ispx

Attention: The One-time Password can only be used to login for this time. You must set up your own Password on online application system after having logged in and your One-time Password will be expired immediately after your personal password is re-set. **You MUST keep safe your "Login No." and newly-set "Password" so that you will be able to access the online application system to track your application and admission status thereafter.**


You are advised to download and read the “User Manual” and “Principals’ Recommended Admission Rules 2025/2026” in the below link before the application process: <https://reg.um.edu.mo/prs-info-sheet-student/>

For enquiry regarding your application, please feel free to contact [the Registry](#).

Thank you for your attention.

Registry
University of Macau

- 2) Read carefully the “Personal Data Collection Statement” on the main page and click “I agree” to declare that you have acknowledged and agreed with the statement.

 <div>澳門大學 UNIVERSIDADE DE MACAU UNIVERSITY OF MACAU</div>
澳門大學學士學位課程 - 校長推薦入學網上報名系統 (適用於申請人) Online Application System for Principals' Recommended Admission (PRA) for Bachelor's Degree Programmes (Applicable to Recommended Applicants)
《澳門大學註冊處收集個人資料聲明》 / University of Macau - Registry "Personal Data Collection Statement"
<small>澳門大學根據第1/2006號法律作為一所公立高等教育機構，為了提供申請人所要求的相關行政服務，要求申請人填寫此申請表並提交至註冊處。本申請表所收集之個人資料僅作處理澳門大學學士學位課程「校長推薦入學」之用。所收集之個人資料將轉交有關中學作分析用途。若需進行違法犯罪調查，以及必須遵守法律規定的情況下，有關資料可能會轉交司法機關、刑事警察機關及其他有關機關。申請人依法享有查閱權及更正權，在行使有關權利時需以書面方式向本校註冊處提出。如申請人未能填寫申請表上須提供的有關身份識別及與教育活動相關的資料，其申請將不被處理。</small>
<small>澳門大學承諾恪守資料保護的原則，確保其收集的個人資料的保密性和完整性。但個人資料在網絡上流通可能缺乏安全保障，有被未經許可的第三人看到和使用的風險。</small>
<small>The University of Macau (UM) being a public institution of higher education as set in Law No. 1/2006, in accord to the purpose of providing the related administrative services requested by applicants, requires applicants to fill in this application form and submit to the Registry. The personal data collected in this application form will only be used for the purpose of processing the Principals' Recommended Admission - Bachelor's Degree Programmes. Personal data collected will be transferred to the applicant's respective secondary school for analytical purposes. Personal data may also be transferred to the authorized entities in relation to the protection of public security, investigation and prosecution of criminal offenses. The applicant is entitled with the right of access and the right to rectify in accord to the law, but such rights shall be exercised through a written request to the Registry of the UM. The application will not be proceeded if the applicants fail to provide any of the mandatory fields as required in the application form in accord to the personal-identification and education-related information.</small>
<small>The University of Macau undertakes to observe the spirit of the data protection principles and will make every effort to ensure the confidentiality and integrity of the personal information being collected and held by the University, but the transmission of personal information over the Internet may lack protection and security and that there is a risk that your information may be accessed or used by an unauthorised third party.</small>
本人已細閱及同意以上之《收集個人資料聲明》。 / I hereby declare that I have carefully read and agreed the above "Personal Data Collection Statement".

1. Login to the Online Application System (Cont.)

- 3) Login the Online Application System with the “Login no.” and “One-time Password”.



The screenshot shows the login interface of the University of Macau's Online Application System. At the top, the university's logo and name are displayed in both Chinese and English. Below this, the title "Online Application System Login" is centered. A welcome message follows, asking the user to enter their login number and password. The login fields are labeled "登入編號 Login No.:" and "密碼 Password:". A link for "Forgot login no. or password?" is provided next to the password field. A "登入 Login" button is located below the password field. At the bottom, a note states that Firefox or Google Chrome browsers are recommended for full functionality.

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Online Application System Login

Welcome to use the online application system of University of Macau.
Please enter your login number and the password below.

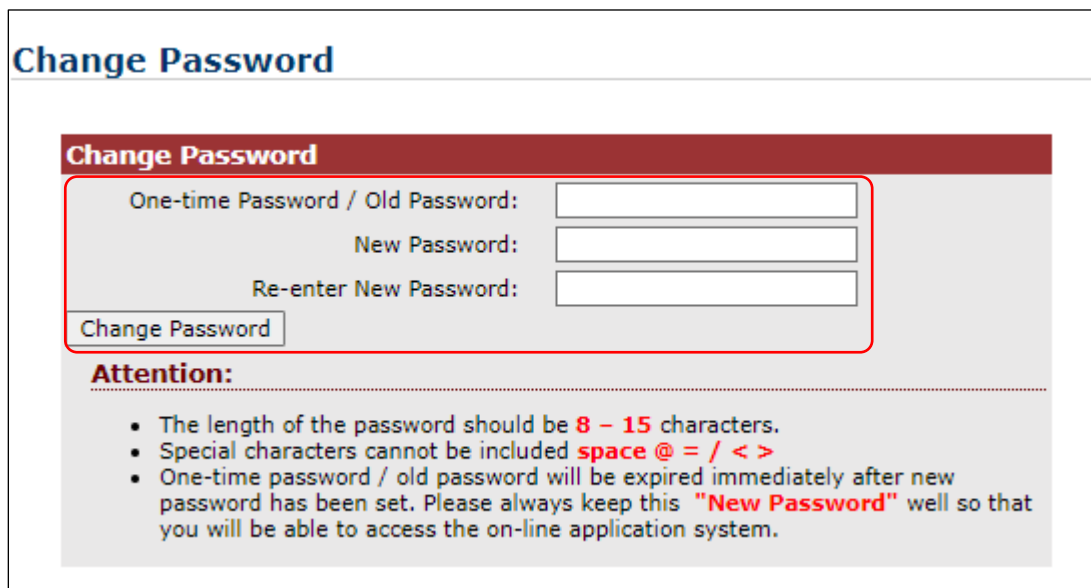
登入編號 Login No.:

密碼 Password: [忘記登入編號或密碼? Forgot login no. or password?](#)

** To fully utilize all supported features, you will need to use one of the following browsers:*

Firefox
Google Chrome

- 4) Set up your personal password and please use your new password to access the system thereafter.



The screenshot shows the "Change Password" page. It features a red header with the title "Change Password". Below the header, there are three input fields: "One-time Password / Old Password:", "New Password:", and "Re-enter New Password:". A "Change Password" button is located below these fields. An "Attention:" section follows, listing three bullet points: password length (8-15 characters), prohibited special characters (space, @, =, /, <, >), and the expiration of the one-time password after a new password is set.

Change Password

Change Password

One-time Password / Old Password:

New Password:

Re-enter New Password:

Attention:

- The length of the password should be **8 – 15** characters.
- Special characters cannot be included **space @ = / < >**
- One-time password / old password will be expired immediately after new password has been set. Please always keep this **"New Password"** well so that you will be able to access the on-line application system.

2. Personal Information

Follow the instructions to fill in the personal information, then click “Next Page”.

Note: “*” Indicates required fields.

Personal Information

Please fill in your personal information

Name in English	CHAN SIO MAN		
Name in Chinese (if applicable)	<input type="text" value="陳"/>	e.g.: 陳 小文	e.g.: 小文
Do not leave a space between each character and do not type any comma.			
* Gender	<input type="text" value="Male"/>		
* Date of Birth (dd/mm/yyyy)	<input type="text" value="13/09/2007"/>	* Place of Birth	<input type="text" value="MACAO"/>
* ID Type	<input type="text" value="I.D."/>		
* Type of ID Card	<input type="text" value="Permanent ID card"/>		
* ID Issue Date (dd/mm/yyyy)	<input type="text" value="02/04/2022"/>	* Expiry Date of ID (dd/mm/yyyy)	<input type="text" value="02/04/2027"/>
ID No.	<input type="text" value="1234567(1)"/>		
* DSEDJ Student No.(XXXXXXX-X)	<input type="text" value="9876543"/> - <input type="text" value="1"/>		

* Father's Name in English	<input type="text" value="CHAN"/>	<input type="text" value="TAI MAN"/>	e.g.: <input type="text" value="CHAN"/> <input type="text" value="TAI MAN"/>
Please fill in "N/A" where not applicable.			
Father's Name in Chinese (if applicable)	<input type="text" value="陳大文"/>		
Do not leave a space between each character and do not type any comma.			
* Mother's Name in English	<input type="text" value="LEI"/>	<input type="text" value="SIO MAN"/>	e.g.: <input type="text" value="CHAN"/> <input type="text" value="TAI MAN"/>
Please fill in "N/A" where not applicable.			
Mother's Name in Chinese (if applicable)	<input type="text" value="李小曼"/>		
Do not leave a space between each character and do not type any comma.			

Address			
* Country or Region of Postal Address	<input type="text" value="MACAO"/>		
* District	<input type="text" value="Macau"/>	<input type="button" value="Click to Select Address"/>	If you cannot find the location in the list, please click here to fill in
* Building	<input type="text" value="JARDINS SUN YICK (BLOCO 1)"/>		
* Street	<input type="text" value="Rampa dos Cavaleiros"/>		
Building Number	<input type="text" value="9"/>	Block	<input type="text" value=""/>
Floor	<input type="text" value="15"/>	If the block no. is not included in "Building", please enter it in this field. E.g. Block 3	
Flat	<input type="text" value="H"/>		

* Home Tel. No. / Mobile No. (Spare)	<input type="text" value="28456123"/>	* Mobile No.	<input type="text" value="(853) 61234567"/>
Please input area code for mobile no. outside Macao. e.g.: (571)34255679			
E-mail Address	<input type="text" value="chansioman@gmail.com"/>		

* Indicates required field

Note: For security reasons, a timeout function is used in the system. Please do not leave your computer idling for more than 20 minutes while completing the application form, or you will need to login again and there is a risk that your information is not saved.

3. Choice of Programmes

- 1) Aside from the “Chinese and Portuguese Bilingual Talent Nurturing Scheme” that the default Choice of Programme has been set to “Bachelor of Arts in Portuguese Studies”, applicants of “Principals’ Recommended Admission” and “Outstanding Student-Athletes Admission Scheme” need to fill in choice of programmes (maximum 2 choices of programme). Please refer to “Principals’ Recommended Admission Rules 2025/2026” for Bachelor Programmes to be offered.
- 2) After filling in the choice of programmes, please check the declaration box and click “Next Page”.

- *Application system of “Principals’ Recommended Admission Scheme” & “Outstanding Student-Athletes Admission Scheme”*

I would like to apply for the following programme(s):
Attention: Please visit the concerned website for Admission Rules and study plan details before choosing the choice of programme.

Faculty of Arts and Humanities	https://fah.um.edu.mo/
Faculty of Business Administration	https://fba.um.edu.mo/
Faculty of Education	https://fed.um.edu.mo/
Faculty of Health Sciences	https://fhs.um.edu.mo/
Faculty of Law	https://fli.um.edu.mo/
Faculty of Social Sciences	https://fss.um.edu.mo/
Faculty of Science and Technology	https://fst.um.edu.mo/
Admission Rules	https://reg.um.edu.mo/pra-info-sheet-student/

* First Choice

FBABIA BUSINESS INTELLIGENCE AND DATA ANALYTICS

Second Choice

FSSCOM COMMUNICATION

☒ I hereby declare that I have acknowledged the Admission Rules and study plan of the applied programme(s), and that I fulfil the stream requirements for the related programme(s).

* Indicates required field

Previous Page

Reset

Next Page

- *Application system of “Chinese and Portuguese Bilingual Talent Nurturing Scheme”*

I would like to apply for the following programme(s):
Attention: Please visit the concerned website for Admission Rules and study plan details before choosing the choice of programme.

Faculty of Arts and Humanities	https://fah.um.edu.mo/
Faculty of Business Administration	https://fba.um.edu.mo/
Faculty of Education	https://fed.um.edu.mo/
Faculty of Health Sciences	https://fhs.um.edu.mo/
Faculty of Law	https://fli.um.edu.mo/
Faculty of Social Sciences	https://fss.um.edu.mo/
Faculty of Science and Technology	https://fst.um.edu.mo/
Admission Rules	https://reg.um.edu.mo/pra-info-sheet-student/

First Choice

FAHPTS PORTUGUESE STUDIES

☒ I hereby declare that I have acknowledged the Admission Rules and study plan of the applied programme(s), and that I fulfil the stream requirements for the related programme(s).

* Indicates required field

Previous Page

Reset

Next Page

4. Certificate or Proof for Special Talents or Outstanding Achievement (If applicable)

Applicants who have demonstrated achievements or talent in academic or non-academic areas, or have participated in community service during the secondary school study can provide the details and supporting documents in this page.

If the ranking of the applicants for “Principals’ Recommended Admission Scheme” is beyond top 10% in academic performance, students should provide justification and proof for the University’s assessment.

Note: Photo of medal/trophy cannot serve as proof of award while applicants should provide the related proof in the form of a testimonial issued by related authority/association or secondary school.

- 1) Please click “Add Record” to start filling in the information. Click “Add Record” again to input the next awards/qualifications, the maximum items of academic and non-academic areas are 10 each, and 3 for community service.
- 2) Related supporting documents should be provided in the below fields in PDF/JPG format. Total size for all uploaded documents should not be greater than 30MB and each file should be less than 10MB. Certificates of the same category should be scanned and saved as a single PDF file. (Please do not squeeze a few documents on one single page and each certificate should be in A4 size.)

Note: Applicants should check and ensure that all certificates are clearly readable before uploading. Remember to click “Upload” after choosing the files from the computer in order to upload the documents to the online application system successfully.

- 3) Then click “Next Page”.

Please upload the related certificates or proof. Total size of all uploaded documents should not be greater than **30MB**. Only one file can be uploaded for each category. Certificates of the same category should be scanned and saved as one single PDF file (less than **10MB**) before uploading.

Add Record

	No.	Category	Award Year	Name of Competition/Activity	Name of Award	
1	Delete	1	Academic awards/ qualifications achieved	2024	Macao Foundation Award	Excellence in Mathematics
	Delete	2	Non-academic awards/ qualifications achieved	2023	ABRSM	Grade 8 Piano
	Delete	3	Community service	2022	Youth Volunteer Award Scheme	Silver Award

Category	Upload proof (Document should be in PDF or JPG format)
Academic awards/ qualifications achieved	ChanSioMan_Academic awards.pdf Delete
Non-academic awards/ qualifications achieved	ChanSioMan_Non-academic awards.pdf Delete
Community service	ChanSioMan_Community Service.pdf Delete

Previous Page

Reset

Next Page

3

5. Application Documents

- 1) Upload the application documents.

Note: “*” Indicates required fields. Remember to click “Upload” after choosing the files from the computer in order to upload the documents to the online application system successfully.

- 2) When finished, click “Next Page”.

- Application system of “*Principals’ Recommended Admission Scheme*” & “*Chinese and Portuguese Bilingual Talent Nurturing Scheme*”

Application Documents

Application Documents

Total size for all uploaded documents should not be greater than **10MB**. Only one file can be uploaded in each field. If the document is more than one page, please scan all pages continuously in black & white colour format and save it in a single PDF file (less than **5MB**) before uploading.

* ID copy (both sides)	ChanSioMan_ID copy.pdf	Delete
* Photo	ChanSioMan_Photo.jpg	Delete
* Official Transcript for Form 5	ChanSioMan_F5 Transcript.pdf	Delete
* Official Transcript for Form 4	ChanSioMan_F4 Transcript.pdf	Delete
TOEFL/IELTS/IGCSE English Subject Result (if applicable)	ChanSioMan_IELTS.pdf	Delete

* Indicates required field

Previous Page Reset **Next Page**

- Application system of “*Outstanding Student-Athletes Admission Scheme*”

Application Documents

Application Documents

Total size for all uploaded documents should not be greater than **10MB**. Only one file can be uploaded in each field. If the document is more than one page, please scan all pages continuously in black & white colour format and save it in a single PDF file (less than **5MB**) before uploading.

* ID copy (both sides)	ChanSioMan_ID copy.pdf	Delete
* Photo	ChanSioMan_Photo.jpg	Delete
* Official Transcript for Form 5	ChanSioMan_F5 Transcript.pdf	Delete
* Official Transcript for Form 4	ChanSioMan_F4 Transcript.pdf	Delete
* Sports Competition certificates / written recommendation from sports association	ChanSioMan_Letter of recommendation.pdf	Delete
TOEFL/IELTS/IGCSE English Subject Result (if applicable)	選擇檔案 未選擇任何檔案	Upload

Document should be in PDF or JPG format.

* Indicates required field

Previous Page Reset **Next Page**

6. Confirmation

- 1) Please check and make sure that all the information is correct on the “Confirmation” page.
- 2) Applicants may go to “Previous Page” for revising any information if needed.
- 3) If applicants have confirmed the information and documents provided are correct, please click “Confirm” to submit the application.

6. Confirmation (Cont.)

Confirmation

Please confirm the following application information

Personal Information

Login No. 250050882
 Name in English CHAN SIO MAN
 Name in Chinese (if applicable) 陳小文
 Gender Male
 Date of Birth 13/09/2007
 Place of Birth MACAO
 Nationality CHINESE
 ID Type I.D.
 Type of ID Card Permanent ID card
 ID Place MACAO
 ID Issue Place MACAO
 ID Issue Date 02/04/2022
 Expiry Date of ID 02/04/2027
 ID No. 1234567(1)
 DSEDJ Student No.(XXXXXX-X) 9876543-1
 Postal Address Rampa dos Cavaleiros 9
 JARDINS SUN YICK (BLOCO 1)
 15 H
 Macau
 Home Tel. No. / Mobile No. (Spare) 28456123
 Mobile Phone No. (853) 61234567
 E-mail Address chansio@gmail.com
 Father's Name in English CHAN TAI MAN
 Father's Name in Chinese (if applicable) 陳大文
 Mother's Name in English LEI SIO MAN
 Mother's Name in Chinese (if applicable) 李小曼

Choice of Programmes

First Choice FBABIA BUSINESS INTELLIGENCE AND DATA ANALYTICS
 Second Choice FSSCOM COMMUNICATION

Secondary Education

Secondary School ESCOLA XXXXX DE MACAU
 Medium of Instruction English
 Level of Secondary Study Form 6 / Senior Middle Three / Grade 12

Certificate or Proof for Special Talents or Outstanding Achievement

No.	Category	Award Year	Name of Competition/Activity	Name of Award
1	Academic awards/ qualifications achieved	2024	Macao Foundation Award	Excellence in Mathematics
2	Non-academic awards/ qualifications achieved	2023	ABRSM	Grade 8 Piano
3	Community service	2022	Youth Volunteer Award Scheme	Silver Award

Proof of Academic awards/ qualifications [ChanSioMan_Academic awards.pdf](#)
 Proof of Non-academic awards/ qualifications [ChanSioMan_Non-academic awards.pdf](#)
 Proof of Community service [ChanSioMan_Community Service.pdf](#)

Application Documents

ID copy (both sides) [ChanSioMan_ID copy.pdf](#)
 Photo [ChanSioMan_Photo.jpg](#)
 Official Transcript for Form 5 [ChanSioMan_F5 Transcript.pdf](#)
 Official Transcript for Form 4 [ChanSioMan_F4 Transcript.pdf](#)
 TOEFL/IELTS/IGCSE English Subject Result (if applicable) [ChanSioMan_IELTS.pdf](#)

Declaration

I DECLARE that the information given in this application form is TRUE and that I am aware that University of Macau reserves the right to terminate my study at any time if any information given in this application form is found later to be untrue, false or incorrect.

6. Confirmation (Cont.)

- 4) Applicants will receive an email to confirm the submission of the online application.

From: Online Admission Application <no_reply_adm@um.edu.mo>
Sent: 2024年9月27日星期五 下午 7:00
To: chansioman@gmail.com
Subject: Submission on Your Application for Principals' Recommended Admission to University of Macau - Login no. 250050882
Attachments: Application_250050882.pdf

**** Note **** Please do not reply to this email address. This is an automatically generated email.

Dear CHAN SIO MAN (Login no. 250050882),

Thank you for your interest in our programmes and your online application.

This email serves to inform that you have submitted your online application for Principals' Recommended Admission.

Please note that an acknowledgement email with your application number will be sent to you after your secondary school has confirmed your application.

For enquiry regarding your application, please feel free to contact [the Registry](#).

Thank you for your attention.

Registry
University of Macau

7. Change or Update Information in the Online Application System

- 1) After submission, applicants can still revise any information as well as programme choices during the application period, but further revision is not allowed after the application deadline (except for email, phone no. and postal address).

Note: Your school will proceed the confirmation procedure after you have submitted the application. You will not be able to revise any information upon your school's confirmation. If you still need to make any updates on your application, you are suggested to contact your school first.

Application Status

Applicatio no. will be generated after your application has been confirmed by your school.

Your Application Status: Submitted.

Application Info

Login No.	250050882
Application No.	Application No. not generated
Name in English	CHAN SIO MAN
Name in Chinese (if applicable)	陳小文
Secondary School	ESCOLA XXXXX DE MACAU
First Choice	FBABIA BUSINESS INTELLIGENCE AND DATA ANALYTICS
Second Choice	FSSCOM COMMUNICATION
Postal Address	Rampa dos Cavaleiros 9 JARDINS SUN YICK (BLOCO 1) 15 H Macau
Home Tel. No. / Mobile No. (Spare)	28456123
Mobile Phone No.	(853) 61234567

Application Documents

ID Copy (both sides)	ChanSioMan_ID copy.pdf
Photo	ChanSioMan_Photo.jpg
Official Transcript for Form 5	ChanSioMan_F5 Transcript.pdf
Official Transcript for Form 4	ChanSioMan_F4 Transcript.pdf
TOEFL/IELTS/IGCSE English Subject Result (if applicable)	ChanSioMan_IELTS.pdf

[Edit Application Information](#) [Print Application Information](#)

(PS. To view PDF file, please download [Acrobat Reader](#).)

- 2) Applicants MUST click the “Confirm” button and submit the application again to validate your updates, otherwise NO changes/revisions will be made.

I would like to apply for the following programme(s):

Attention: Please visit the concerned website for Admission Rules and study plan details before choosing the choice of programme.

Faculty of Arts and Humanities	https://fah.um.edu.mo/
Faculty of Business Administration	https://fba.um.edu.mo/
Faculty of Education	https://fed.um.edu.mo/
Faculty of Health Sciences	https://fhs.um.edu.mo/
Faculty of Law	https://fll.um.edu.mo/
Faculty of Social Sciences	https://fss.um.edu.mo/
Faculty of Science and Technology	https://fst.um.edu.mo/
Admission Rules	https://reg.um.edu.mo/pra-info-sheet-student/

* First Choice

Second Choice

* ☒ I hereby declare that I have acknowledged the Admission Rules and study plan of the applied programme(s), and that I fulfil the stream requirements for the related programme(s).

* Indicates required field

[Previous Page](#) [Reset](#) [Next Page](#)

TIP Please ensure to confirm and submit your application to save any changes or updates made. [I have filled up all the required information. Click here to confirm and submit Application](#)

8. Generate Application Number

- 1) Application No. (APC5XXXXX) will be generated after the application is submitted to UM by your secondary school. Notification email with application number will be sent to the applicant and it can be checked in the online application system as well.

From: Online Admission Application <no_reply_adm@um.edu.mo>
Sent: 2024年10月7日星期一 下午 5:30
To: chansioman@gmail.com
Subject: Assigned Application Number AP-C5-0382-2 on your Application for Principals' Recommended Admission to University of Macau

**** Note **** Please do not reply to this email address. This is an automatically generated email.

Dear CHAN SIO MAN,

Thank you for your application for admission to our University.

Please be confirmed that your online application has been successfully submitted to the Registry. Your Application Number is **AP-C5-0382-2**.

You are reminded to quote this Application Number in all future enquiry or correspondence.

Kindly be reminded that the interview details will be available during 11-17/11/2024 on online application system.

For enquiry regarding your application, please feel free to contact [the Registry](#).

Thank you for your attention.

Registry
University of Macau

Application Status	
Your Application Status: Confirmed by school.	
Application Info	
Login No.	250050882
Application No.	APC503822
Name in English	CHAN SIO MAN
Name in Chinese (if applicable)	陳 小 文
Secondary School	ESCOLA XXXXX DE MACAU
First Choice	FBABIA BUSINESS INTELLIGENCE AND DATA ANALYTICS
Second Choice	FSSCOM COMMUNICATION
Postal Address	Rampa dos Cavaleiros 9 JARDINS SUN YICK (BLOCO 1) 15 H Macau
Home Tel. No. / Mobile No. (Spare)	28456123
Mobile Phone No.	(853) 61234567
Application Documents	
ID copy (both sides)	ChanSioMan_ID copy.pdf
Photo	ChanSioMan_Photo.jpg
Official Transcript for Form 5	ChanSioMan_F5 Transcript.pdf
Official Transcript for Form 4	ChanSioMan_F4 Transcript.pdf
TOEFL/IELTS/IGCSE English Subject Result (if applicable)	ChanSioMan_IELTS.pdf
Edit Application Information Print Application Information	
(PS. To view PDF file, please download Acrobat Reader .)	

- 2) Applicants should visit the online application system frequently for the latest application status.

9. FAQ

Invitation Email

- 1) How can I submit an application?

The application for “Principals’ Recommended Admission” should be submitted via Online Application System. To get started, an invitation email will be sent by the secondary school to the applicants and the applicants can follow the steps provided in the email to access to the Online Application System.

- 2) I am recommended by my secondary school but I have not received any email from the “Online Admission Application” during the application period. What should I do?

Applicants might not be able to receive/locate the email promptly due to the following reasons:

- ◆ Incorrect/illegible email address provided;
- ◆ Insufficient capacity of the email account;
- ◆ The email was directed to the junk mail box.

If you have exhausted the above possibilities but still cannot receive the email, it may lie in that the service provider of your email account might spam the email we send. As the invitation email will be sent by your secondary school, you can contact and confirm with your school about the schedule and make sure your contact information provided to the school (email and phone number) are correct.

- 3) What should I do if I forget my password?

Click "Forgot login no. or password" on the login page. Enter your ID number, registered email and admission channel, the login no. with a new password will be sent via email.

Application Procedure

- 1) I cannot upload the application document successfully. Are there any limits for the Online Application System?

Only PDF/JPG format is allowed in the system. Applicants should also pay attention to the size of the files as there are data limitations for different sections. (In the section of “Certificate or Proof for Special Talents or Outstanding Achievement”, the total size for all uploaded documents should not be greater than 30MB and each file should be less than 10MB. In the section of “Application Documents”, the total size for all uploaded documents should not be greater than 10MB and each file should be less than 5MB). Applicants should always remember to click “**Upload**” after choosing the files from the computer in order to upload the documents to the system.

- 2) How do I know if I have successfully completed my online application?

A notification email, with the “Application Information Sheet” attached, will be sent to the applicant once he/she has submitted the application successfully. Applicants should check and make sure all details are correct. Meanwhile, applicants will receive the application number (in both notification email and system) after the secondary school has submitted the applications to the University.

- 3) What is an “Application Number” (APC5XXXXXX)?

Applicants will receive the application number (APC5XXXXXX) once their applications are submitted by the secondary school to UM. Applicants should keep the “Application Number” carefully. Whenever you have any enquiries regarding admission and need to contact the Registry, you need to provide your “Login Number” (2500XXXXXX) or “Application Number” (APC5XXXXXX).

Other Procedure

- 1) How can I get notifications and updates about the progress of “Principals’ Recommended Admission”?

Applicants should visit the Online Application System for updates on application status. Notice of interview permit and result will be also available in the system.

- 2) When will I get the interview details?

The interview for “Principals’ Recommended Admission” 2025/2026 will be held on 16-17 November 2024. Details and interview permit will be released during 11 to 17 November 2024 via the Online Application System. Applicants must bring along the interview permit and ID card at the designated schedule for the interview.

10. Contact Point

Should there be any enquiries, please contact the Registry:

- Ms Lai (phone no. 88224850 or email: zoelai@um.edu.mo) or
- Ms U (phone no. 88224878 or email: elaineu@um.edu.mo)

~ End ~