



澳門大學

UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

Not applicable to  
Mainland China students

**ACADEMIC YEAR 2025/2026**  
**REGISTRATION INFORMATION FOR NEW BACHELOR STUDENTS**

1. Registration Venue: **Multi-Function Hall, UM Guest House (N1)**
2. All new students must complete the registration according to the following schedule **in person** while we will take photos on site for production of student card:

Academic Units	Programme / Student Number*	Date	Time
Faculty of Arts and Humanities	Chinese Language and Literature	23/07/2025	09:30-10:00
	English Studies / History		10:30-11:00
	Japanese Studies		11:00-11:30
	Portuguese Studies		11:30-12:00
Faculty of Business Administration	Accounting	24/07/2025	11:00-11:30
	Business Intelligence and Data Analytics		12:00-12:30
	Finance		14:30-15:00
	Bachelor of Business Administration (Student nos. from B-C5-0501-X to B-C5-0700-X)		15:15-15:45
	Bachelor of Business Administration (Student nos. from B-C5-0701-X to B-C5-0900-X)		16:00-16:30
	Bachelor of Business Administration (Student nos. from B-C5-0901-X to B-C5-1400-X)		16:30-17:00
	International Integrated Resort Management		17:00-17:30
Faculty of Education	Education (Chinese) / Education (English)	25/07/2025	09:30-10:00
	Education (Integrated Science) / Education (Mathematics) / Pre-Primary Education		10:00-10:30
	Primary Education		10:45-11:15
Faculty of Health Sciences	Bioinformatics / Biomedical Sciences	24/07/2025	09:30-10:00
	Pharmaceutical Sciences and Technology		10:15-10:45
Faculty of Law	Bachelor of Law in Chinese Law and Global Legal Studies	25/07/2025	16:30-17:00
	Bachelor of Law in Chinese Language (Daytime)		17:00-17:30
	Bachelor of Law (Conducted in Chinese and Portuguese)		17:30-18:00
	Bachelor of Law in Chinese Language (Evening) / Bachelor of Law in Portuguese Language (Evening)		17:00-18:30
Faculty of Social Sciences	Communication (Student nos. from S-C5-2251-X to S-C5-2400-X)	23/07/2025	12:00-12:30
	Communication (Student nos. from S-C5-2401-X to S-C5-3000-X)		14:30-15:00
	Economics		15:15-15:45
	Government and Public Administration		16:00-16:30
	Psychology		16:30-17:00
	Sociology		17:00-17:30
Faculty of Science and Technology	Applied Physics and Chemistry	25/07/2025	11:30-12:00
	Computer Science		12:00-12:30
	Civil Engineering		14:30-15:00

\* Student number has been printed on the registration form.



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Academic Units	Programme / Student Number*	Date	Time
Faculty of Science and Technology	Electrical and Computer Engineering / Electromechanical Engineering	25/07/2025	15:00-15:30
	Mathematics (Mathematics and Applications) / Mathematics (Statistics and Data Science)		15:45-16:15

\* Student number has been printed on the registration form.

### 3. Registration Documents

Students must upload all required documents of items 3.1 to 3.3 via online application system **by 14/07/2025** and bring along all documents of items 3.1 to 3.5 on the registration date:

#### 3.1 Signed “Registration Form” and “Emergency Contacts”; and

- Students must download the form via the On-line Application System. There are 3 pages for the Registration Form (including personal information and emergency contacts’ information) which should be printed on A4-sized white paper.
- If any information printed on the Registration Form is not correct, please cross it out and write the correct information next to it. Students have to review the form carefully and sign on it with date for confirmation.
- Please fill in and confirm the information for two emergency contacts and which hospital you prefer to be delivered to in case any medical emergency happens to you during your studies at UM.
- For students who have not reached 18 at the time of submitting the Registration Form, their parent(s) or any statutory guardian(s) have to sign the form with date for confirmation.

#### 3.2 Original of identification document used for application and admission process (I.D.card or passport); and

#### 3.3 Originals of required academic documents stated on the “Offer of Admission”; and

#### 3.4 Original “Medical Examination Report”: The report will be considered as valid only with signature of the doctor and stamp of the hospital or government health centre (students must check if such requirement is fulfilled and redeem it with the hospital/centre concerned when missing).

#### 3.5 Original and a copy of the vaccination record (the copy includes the pages about personal information and vaccination record).

- **The documents are solely for University of Macau admission use ONLY. All submitted documents will not be returned or no copies will be provided. Applicants are advised to keep a copy before submission.**
- **The University reserves the right to terminate a student’s offer of admission if he/she fails to present/submit above-mentioned documents.**

### 4. Late Registration and Admission

- 4.1 Students who cannot complete registration during 23-25 July 2025 must submit a request for late registration by filling an online form at <https://reg.um.edu.mo/latereg> with supporting document no later than 7 July 2025.** The application result will be notified via email by 11 July 2025. Students who have been approved for late registration must complete registration at the Registry office on the approved date.
- 4.2 Students who request for late registration must settle the tuition fee, residential college fee and security deposit within the dates specified on the bank payment slips. The tuition fee paid is non-refundable except under certain circumstances. For details, please refer to website [https://reg.um.edu.mo/fees\\_en](https://reg.um.edu.mo/fees_en).**
- 4.3 Unless with prior approval by the University, new students must complete registration no later than 4 August 2025.** Otherwise, the offer of admission will be cancelled.

### 5. Deferment of Study

- 5.1 Non-registered new students can apply for deferment of study for no more than one academic year. Such applications will only be permitted for medical reasons and students are required to submit latest medical certificates issued by hospitals to prove that he/she is not suitable for admission. Application of new bachelor students for such deferment must be made to Registry via email to [admission@um.edu.mo](mailto:admission@um.edu.mo) by 4 August 2025.**
- 5.2 Non-registered new students must fulfil all the conditions stated on the “Offer of Admission” and submit the tuition fee before they become eligible to apply for deferment of study.**
- 5.3 Non-registered new students are not permitted to transfer to another major/programme when they apply for resumption of study.**



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## 6. Important Dates

All new students must read below carefully and complete the procedures for admission and commencement of classes:

Date	Points to note	Details
by 8 July, 2025	Student Account Activation (Details will be stated in the on-line application system)	<ul style="list-style-type: none"> <li>This will be your Student Account and the only medium for students to download the debit notes, enrol courses and receive the University's latest news.</li> <li>Students who have successfully activated the Student Account will be able to use the "User ID" and "Password" for accessing to the "Student Information Web" and "Student Webmail".</li> </ul>
9-18 July, 2025	Settlement of residential college fee and security deposit	<ul style="list-style-type: none"> <li>Login to the "Student Information Web" at <a href="https://isw.um.edu.mo/siweb">https://isw.um.edu.mo/siweb</a> with User ID and password, then click <b>Student Account Enquiry</b> to download the payment slip.</li> <li>Penalty will be levied for late payment on required fees.</li> </ul>
23-25 July, 2025	Conduct new student registration	<ul style="list-style-type: none"> <li>Complete registration according to the schedule and procedures as listed on this "Registration Information Sheet".</li> </ul>
Late July, 2025	Allotment announcement and move-in arrangement of Residential College	<ul style="list-style-type: none"> <li>Allotment result will be released by Residential College in late July. The move-in dates will be during 11 and 12 August 2025. Please use the "User ID" and "Password" for accessing to the Student Webmail at <a href="https://studmail.um.edu.mo">https://studmail.um.edu.mo</a> for the details of the move-in arrangement.</li> </ul>
13-17 August, 2025	New student orientation	<ul style="list-style-type: none"> <li>Details on new students' orientation and other activities will be notified through email by Student Affairs Office.</li> </ul>
18 August 2025	Commencement of classes for 2025/2026 academic year	- - -

### Remarks:

- Above dates may subject to change under certain circumstances.
- UM medical insurance is mandatory for all registered students, except those are approved for exemption. The insurance covers out-patient visits and hospitalization benefits and scheme period from 1 August 2025 to 31 July 2026. The insurance premium for academic year 2025/2026 is MOP120 and payment is expected to be settled in September 2025. More details about the UM Medical Insurance Scheme, Waiver Guidelines and Exemption Application can be found at website: <https://srs.sao.um.edu.mo/medical-insurance/>.

## 7. For enquiry, please contact the Registry:

Phone: (853) 8822 4007  
 Address: Room G002, N6 Administration Building, University of Macau  
 Office hours: 09:00 – 13:00, 14:00 – 17:45 (Monday to Thursday);  
 09:00 – 13:00, 14:00 – 17:30 (Friday)  
 Online enquiry: <https://reg.um.edu.mo/adm-contact>

# ACADEMIC YEAR 2025/2026 NEW BACHELOR STUDENTS

# 1

## REGISTRATION INFORMATION

by 14/07/2025

### Upload the following documents via online application system

1. Original of identification document, i.e. I.D.card or passport used for application and admission process.
2. Required academic documents stated on the “Offer of Admission”.
3. Signed “Registration Form” and “Emergency Contacts”.

#### Important Notes:



Online Application System

- Download the form with **3** pages via **the On-line Application System**
- All forms are printed on **A4-sized white paper**.

**Review the form carefully.** If any information is **not correct**, please **cross it out** and write the correct one next to it.



Fill in and confirm the information for **two emergency contacts** and which **hospital** you prefer to be delivered to in case any medical emergency happens during studies at UM.

Students who have not reached 18 at the time of submitting the Registration Form, the parent(s) or any statutory guardian(s) have to sign for confirmation.

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# ACADEMIC YEAR 2025/2026 NEW BACHELOR STUDENTS

# 2

## REGISTRATION INFORMATION

23-25/07/2025



Registration Information Sheet

1. Bring along the following documents according to the specific schedule on “Registration Information Sheet” to complete the registration.



**Signed** “Registration Form” and “Emergency Contacts”



Original of identification document, i.e. I.D.card or passport used for application and admission process



Original of required **academic documents** stated on the “Offer of Admission”



Original “Medical Examination Report” with the **doctor’s signature and stamp of the hospital or government health centre**



**Original and a copy** of the specific vaccination records. The copy includes the personal information page and your vaccination records.



**The University reserves the right to terminate a student’s offer of admission if he/she fails to present/submit above-mentioned documents.**

2. Take photos on site for production of student card.

### 3. Location:

Multi-Function Hall,  
UM Guest House (N1)



### 4. Transportation information:

Bus route



Bus Stop

● Arrive: UM/ University Hall





# ACADEMIC YEAR 2025/2026 NEW BACHELOR STUDENTS

## LATE REGISTRATION

Students who cannot complete registration during  
23-25 July 2025 :

Submit a request  
By 07/07/2025

Filling an online form  
with supporting document.



Application for Late Registration

Application result  
By 11/07/2025

The result will be notified via email. Students must  
complete registration at the Registry counter on the  
approved date.

- Students who request for late registration must settle tuition fee, residential college fee and security deposit within the dates specified on the bank payment slips. The tuition fee paid is non-refundable except under certain circumstances.
- Unless with prior approval by the University, new students must complete registration **no later than 4 August 2025**.  
**Otherwise, the offer of admission will be cancelled.**

The application for late registration **will NOT be needed** under the following circumstances:

- Medical Report not yet available
- Form 6 Transcript not yet available
- High School Graduation Certificate not yet available



**Please still proceed the registration procedures in person according to the specified time and date of your admitted programme.**

When the missing documents are available, please submit it / them at the Registry counter (Room G002 in N6 Administration Building) during **28 July - 4 August 2025** as to complete the registration.



# ACADEMIC YEAR 2025/2026 NEW BACHELOR STUDENTS

## Important Notes

### Student Account Activation By 08/07/2025

Activate your student account on the Online Application System, you can access the UM Webmail service, view the Class Schedules and perform enrolment etc.



Online Application System



### Settlement of residential college fee and security deposit 09-18/07/2025



Student Information Web

Login to the “Student Information Web” and click  
“Student Account Enquiry” to download the payment slip.  
**Penalty will be levied for late payment on required fees.**

### Conduct registration in person 23-25/07/2025

Complete registration according to the schedule and procedures  
as listed on “Registration Information Sheet”.

