



澳門大學

UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Not applicable to
Mainland China students

ACADEMIC YEAR 2024/2025
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	25/07/2024	11:30-12:00
	English Studies		12:00-12:30
	History / Japanese Studies		14:30-15:00
	Portuguese Studies		15:00-15:30
Faculty of Business Administration	Accounting	24/07/2024	09:30-10:00
	Bachelor of Business Administration (Student nos. from B-C4-0401-X to B-C4-0600-X)		10:30-11:00
	Bachelor of Business Administration (Student nos. from B-C4-0601-X to B-C4-0800-X)		11:00-11:30
	Bachelor of Business Administration (Student nos. from B-C4-0801-X to B-C4-1400-X)		12:00-12:30
	Business Intelligence and Data Analytics		14:30-15:00
	Finance		15:00-15:30
	International Integrated Resort Management		15:45-16:15
Faculty of Education	Education (Chinese) / Education (English)	25/07/2024	09:30-10:00
	Education (Integrated Science) / Education (Mathematics)		10:15-10:45
	Pre-Primary Education / Primary Education		10:45-11:15
Faculty of Health Sciences	Bioinformatics / Biomedical Sciences	24/07/2024	16:15-16:45
	Pharmaceutical Sciences and Technology		17:00-17:30
Faculty of Law	Bachelor of Law in Chinese Law and Global Legal Studies	26/07/2024	15:30-16:00
	Bachelor of Law in Chinese Language (Daytime)		16:00-16:30
	Bachelor of Law (Conducted in Chinese and Portuguese)		16:45-17:15
	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-C4-1951-X to S-C4-2100-X)	26/07/2024	09:30-10:00
	Communication (Student nos. from S-C4-2101-X to S-C4-2500-X)		10:00-10:30
	Economics		10:45-11:15
	Government and Public Administration		11:15-11:45
	Psychology		14:30-15:00
	Sociology		12:00-12:30
Faculty of Science and Technology	Applied Physics and Chemistry / Computer Science	25/07/2024	15:45-16:15
	Civil Engineering / Electrical and Computer Engineering		16:15-16:45
	Electromechanical Engineering / Mathematics (Mathematics and Applications) / Mathematics (Statistics and Data Science)		17:00-17:30

* Student number has been printed on the registration form.



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3. Registration Documents

Students must upload all required documents of items 3.1 to 3.3 via online application system **by 15/07/2024** 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 personal identification card / 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 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 24-26 July 2024 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 8 July 2024.** The application result will be notified via email by 12 July 2024. 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 non-refundable tuition fee, residential college fee and security deposit within the dates specified on the bank payment slips.

4.3 Unless with prior approval by the University, **new students must complete registration no later than 5 August 2024.** 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 by 5 August 2024.**

5.2 Non-registered new students must fulfil all the conditions stated on the "Offer of Admission" and submit the required amount of non-refundable 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 9 July, 2024	Student Account Activation (Details will be stated in the on-line application system)	<ul style="list-style-type: none"> 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. 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".
10-19 July, 2024	Settlement of residential college fee and security deposit	<ul style="list-style-type: none"> Login to the "Student Information Web" at https://isw.um.edu.mo/siweb with User ID and password, then click Student Account Enquiry to download the payment slip. Penalty will be levied for late payment on required fees.
24-26 July, 2024	Conduct new student registration	<ul style="list-style-type: none"> Complete registration according to the schedule and procedures as listed on this "Registration Information Sheet".
Late July, 2024	Allotment announcement and move-in arrangement of Residential College	<ul style="list-style-type: none"> Allotment result will be released by Residential College in late July. The move-in dates will be during 12 and 13 August 2024. Please use the "User ID" and "Password" for accessing to the Student Webmail at https://studmail.um.edu.mo for the details of the move-in arrangement.
12-18 August, 2024	New student orientation	<ul style="list-style-type: none"> Details on new students' orientation and other activities will be notified through email by Student Affairs Office.
19 August 2024	Commencement of classes for 2024/2025 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 2024 to 31 July 2025. The insurance premium for academic year 2024/2025 is MOP120 and payment is expected to be settled in September 2024. 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 2024/2025 NEW BACHELOR STUDENTS

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REGISTRATION INFORMATION

by 15/07/2024

Upload the documents via online application system

1. Personal identification card / passport.
2. Required academic documents stated on the “Offer of Admission”.
3. Signed “Registration Form” and “Emergency Contacts”,
and please see the details below:



Online Application System

- Download the form via **the On-line Application System**
- **3** pages
- Printed on **A4-sized white paper**.

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.

Review the form carefully and **sign on it with date** for confirmation.

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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Telephone: (853) 8822 4007
Email: admission@um.edu.mo



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Secretaria
Registry

ACADEMIC YEAR 2024/2025 NEW BACHELOR STUDENTS

2

REGISTRATION INFORMATION

24-26/07/2024

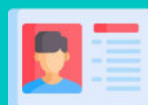
Bring along the following documents according to the specific schedule on “Registration Information Sheet” to complete the registration and will take photos on site for production of student card.



Registration Information Sheet



Signed “Registration Form” and “Emergency Contacts”.



Original personal identification card / passport



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



Original “Medical Examination Report”. It needs **signature of the doctor and stamp of the hospital or government health centre.**



Original and a copy of the specific vaccination record. The copy includes the pages about personal information and vaccination record.



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

Location:

Multi-Function Hall,
UM Guest House (N1)



Transportation information:

Bus route



Bus Stop

● Arrive: UM/ University Hall
● Leave: Norte da Universidade



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Email: admission@um.edu.mo



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ACADEMIC YEAR 2024/2025 NEW BACHELOR STUDENTS

LATE REGISTRATION AND ADMISSION

Students who cannot complete registration during
24-26 July 2024 :

Submit a request
By 08/07/2024

Filling an online form
with supporting document.



Application for Late Registration

Application result
By 12/07/2024

The application 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 the non-refundable tuition fee, residential college fee and security deposit** within the dates specified on the bank payment slips.
- Unless with prior approval by the University, new students must complete registration **no later than 5 August 2024**.
Otherwise, the offer of admission will be cancelled.

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

- Medical Report not available
- High School Graduation Certificate not available
- Form 6 Transcript not 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 **29 July - 5 August 2024** as to complete the registration.

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Email: admission@um.edu.mo



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ACADEMIC YEAR 2024/2025 NEW BACHELOR STUDENTS

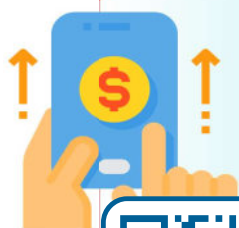
Important Dates

Student Account Activation By 09/07/2024

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 10-19/07/2024

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.



Student Information Web

Conduct registration in person 24-26/07/2024

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



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