

直接入學網上報名指南

On-line Application Guide for Direct Admission

報名日期/Application period: 30/01-05/04/2024 University of Macau

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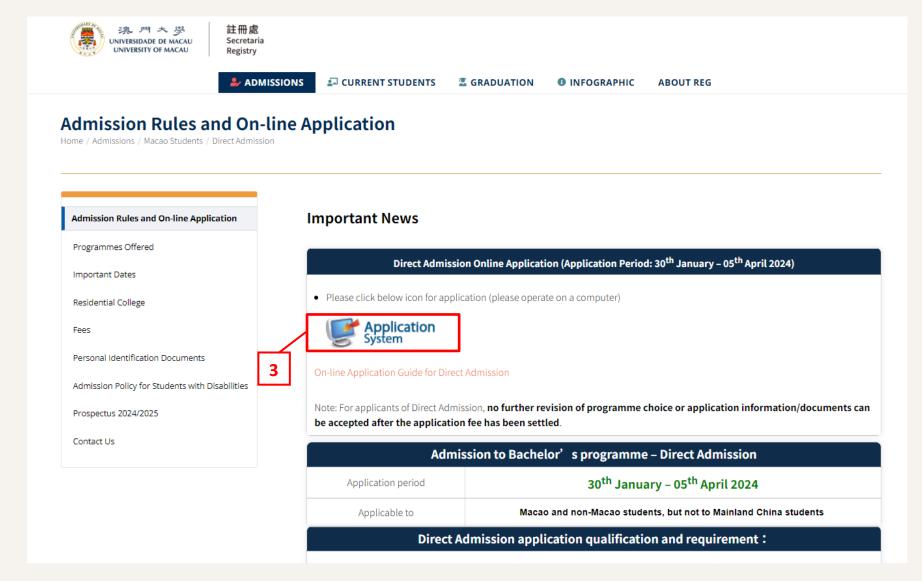
A.登記帳戶 / Register for New Account

- 1) 首先進入註冊處網站; Visit Registry's website at https://reg.um.edu.mo/
- 2) 點擊直接入學網上報名連結。 Click on the Direct Admission Online Application link.



3) 點擊"報名系統"。

Click the icon "Application System".

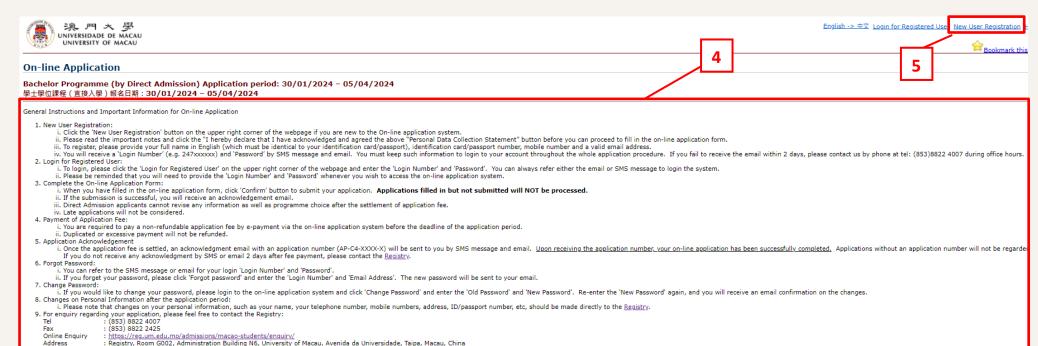


4) 細閱 "網上報名指引";

Read carefully the "General Instructions and Important Information for Online Application";

5) 然後點擊畫面右上角"新申請"。

And click "New User Registration".



6) 細閱 "重要事項";

Read the "Important Notes" carefully;

7) 然後點擊 "本人已細閱及同意以上之 "收集個人資料聲明"。

And click "I hereby declare that I have carefully read and agreed the above "Personal Data Collection Statement".



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English -> 中文 Login for Registered User New User Registration Home

Agreement

Important Notes before you proceed with the application:

- 1. I have read the Admission Rules and I understand that I am eligible to apply to the University of Macau.
- 2. I am aware that I cannot revise any information or document as well as programme choice after the application fee of Direct Admission has been settled.
- 3. I am aware that the University of Macau reserves the right to withdraw any course, and in which case the fees paid will be refunded.
- 4. I agree that all documents submitted to the University will not be returned.
- 5. I declare that the information given in this application form is true and that I am aware that the University of Macau reserves the right to terminate my application or study at any time if any information given in this application form is found later to be untrue, false or incorrect. I am aware that no fees will be refunded, should such a case occur.

University of Macau - Registry 《Personal Data Collection Statement》

The University of Macau (UM) being a public institution of higher education as set in Law No. 1/ 2006, in accord to the purposes of confirming the eligibility of application and for the selecting process, requires the applicants to fill in an on-line application form. The personal data collected in the form will be used for the mentioned purposes. The University of Macau undertakes to observe 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. However, the transmission of personal information over the Internet may lack protection and security. There is a risk that your information may be accessed or used by an unauthorized third party.

The personal data collected and registered on application form by registered or deferred students will be transferred to the student file established by the University, whereas data of other applicants will be kept for 1 year after the completion of application. The above personal data may also be transferred within the University and to entities that are in accordance with legal provision or with your prior consent, for the purpose of University administration.

The application will not be proceeded if applicants fail to fill in any of the mandatory fields as required in the application form in accord to the personal-identification and education-related information.

To make correction of your personal data held by the University or to apply for related testimonials, applicants of the Bachelor's Degree Programmes can submit the request to the Registry.

填寫網上表格前必須注意下列重要事項:

- 1. 本人獲悉澳門大學之入學規條,並合乎資格報讀澳門大學之課程。
- 2. 本人知悉直接入學報名表內報讀志願及任何資料於繳交報名署後不可更改。
- 3. 本人知悉澳門大學有權撤銷開辦任何課程。如大學撤銷開辦課程,報名費將予退還。
- 4. 本人同意所有遞交之文件,將不予退還。
- 5. 本人聲明所填報資料全部臺賣,如有填報不賣資料,澳門大學有權取消本人之申請或就讀資格。本人得悉所有已缴交之費用將不予退還。

《澳門大學註冊處收集個人資料聲明》

演門大學根據第1/2006號法律作為一所公立高等教育機構,要求申請人填寫此網上申請表作確認其報讀資格及入學甄選用途。所有在表内收集的個人資料,本校將用作上述用途。演門大學承諾恪守資料保護的原則,確保其收集及保存之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國窺。

註冊或保留學位之學生於申請表內所提供及登記的個人資料將成為本校的學生記錄,而其他申請人之報名資料將在報名過程結束後一年鎖毀。上述個人資料可在澳門大學內部及其他依法律規定或獲閣下授權的實體之間傳遞,以作大學行政用途,

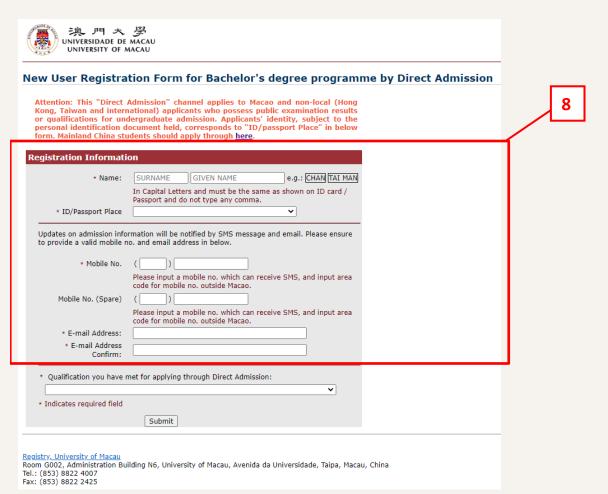
如申請人未能填寫申請表上所須提供的有關身份認別及與教育活動相關的資料,其申請將不獲處理。

如欲修改閣下存於大學的個人資料或申請相關學歷證明,學士學位課程之申請人可向註冊處提出申請。

本人已知悉及同意以上之 "收集個人資料聲明"。/ I hereby declare that I have acknowledged and agreed the above "Personal Data Collection Statement".

8) 輸入"姓名"(以英文大楷輸入,不用輸入任何標點符號,姓名必須與身份證/護照上所顯示之名字相同)、"身份證/護照所屬國家或地區"、 "身份證/護照號碼"、"手提電話號碼"、"電子郵件及電子郵件確認";

Input "Name" (in capital letters and must be the same as shown on ID card or passport and do not type any punctuation marks), "ID/Passport Place", "ID/Passport No.", "Mobile No.", "Email Address" and "Email Address Confirm";



9) 選取您具備報讀「直接入學」的學歷資格;

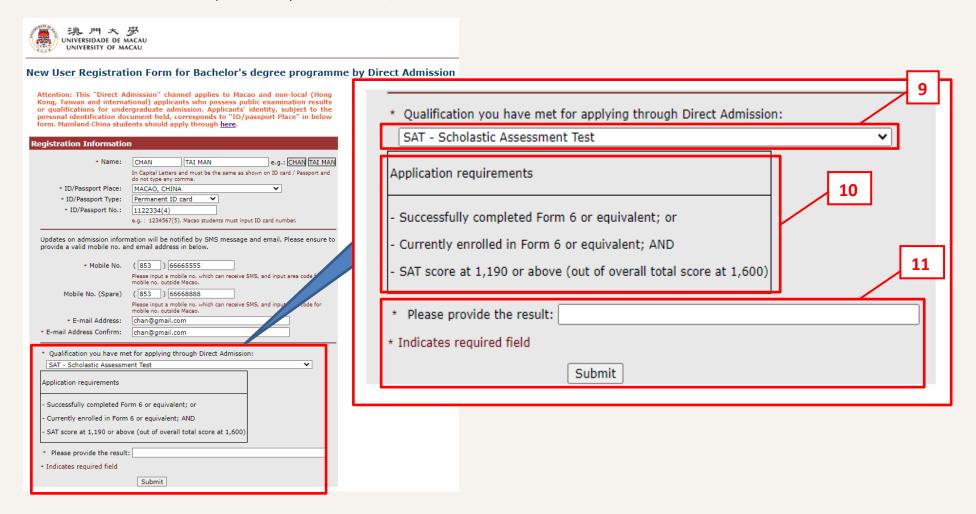
Select the Qualification you have met for applying through Direct Admission;

10) 細閱申請資格以確定申請人已達到直接入學之申請要求;

Read the application requirement carefully to check if applicant has fulfilled all application requirement;

11) 填寫您所具備的學歷資格詳細資料,最後點擊"提交申請"。

Fill in the details of the qualification you have fulfilled/obtained and click "Submit".



12) 申請人會收到一封確認電郵及電話短訊。於電郵及電話短訊內附上個人"登入編號"及"一次性密碼"。

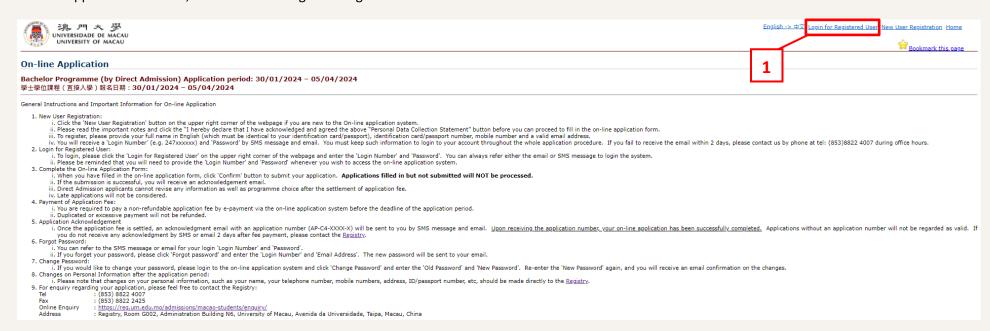
Confirmation email and SMS message with "Login No." and "One-time Password" will then be sent to your registered email address and mobile number.

Online Admission Application <no_reply_adm@um.edu.mo> 澳門大學網報系統登入資料 (直接入學) - 登入編號 247000017 / Your login information for UM on-line application system (Direct Admission) - Login no. 247000017</no_reply_adm@um.edu.mo>			
收件者			
注意:本電郵發送自自動送件郵箱!如傳送訊息至此郵箱,將不獲回覆。			
逕啟者:			
歡迎報讀演門大學學士學位課程,以下是您的個人帳戶資料:			
登入編號: 247000017 一次性密碼: 1111111(1)			
您可憑上述"登入編號"及"一次性密碼"登入以下達結以完成網上報名手續:			
https://isw.um.edu.mo/naweb_application/faces/index_da.jspx			
注意:一次性密碼僅供這次登入系統使用!登入系統後,申請人必須於網報系統設置個人密碼,一次性密碼會於成功設置個人密碼後失效。 <mark>請妥善保存"登入編號"及由您設置之個人"密碼",以便日後於系統查詢申請進度及錄取結果等資料。</mark>			
於填寫網上報名前,您必須了解演門大學之 <u>人學規條</u> 及已合乎資格報讀相關 <u>課程</u> 。			
如有查詢,讀與 <u>本處</u> 聯絡。			
澳門大學註冊處謹啓			
** Note ** Please do not reply to this email address. This is an automatically generated email.			
Dear applicant,			
Thank you for your interest in our bachelor's degree programmes. Below is the login information for your online application account:			
Login No.: 247000017 One-time Password: 1111111(1)			
You will need to provide the "Login No." and "One-time Password" to login the following link for access to complete online application:			

B. 設置密碼 / Set Password

1) 於收到確認電郵及電話短訊內附上的個人 "登入編號"及 "一次性密碼"後,申請人可到直接入學網上報名頁面,並點擊畫面右上角 "登入我的申請"。

After receiving the confirmation email and SMS message with "Login No." and "One-time Password", applicants can go to the Direct Admission Online Application Website, and then click "Login for Registered User".



- 2) 輸入 "登入編號" 及 "一次性密碼"; Input "Login No." and "One-time Password";
- 3) 點擊"登入"。 Click "Login".



4) 申請人輸入"一次性密碼"後,必須再設置個人密碼。點擊"更改密碼"並繼續填寫網上申請表。注意:請妥善保存由您設置之個人"密碼"以 作日後登入系統之用。

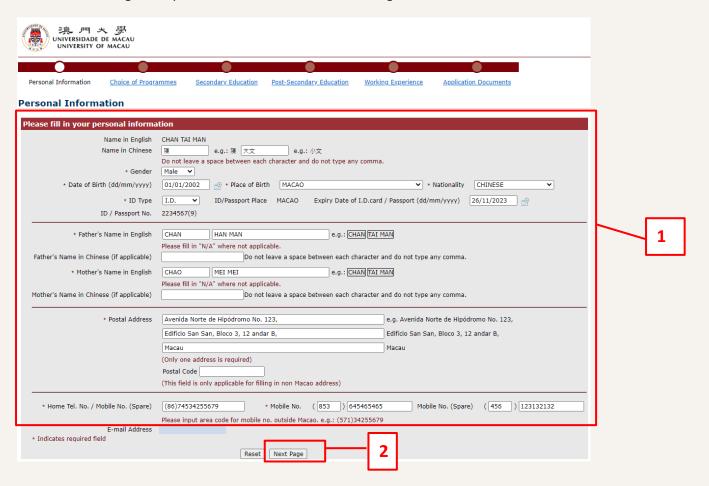
Applicants input the "One-time password", set up your own Password and click "Change Password" to continue the application. **Attention: You MUST** keep safe your "Login No." and newly-set "Password" to access the on-line application system thereafter.

Change Password
Change Password 4
One-time Password / Old Password:
New Password:
Re-enter New Password:
Change 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.

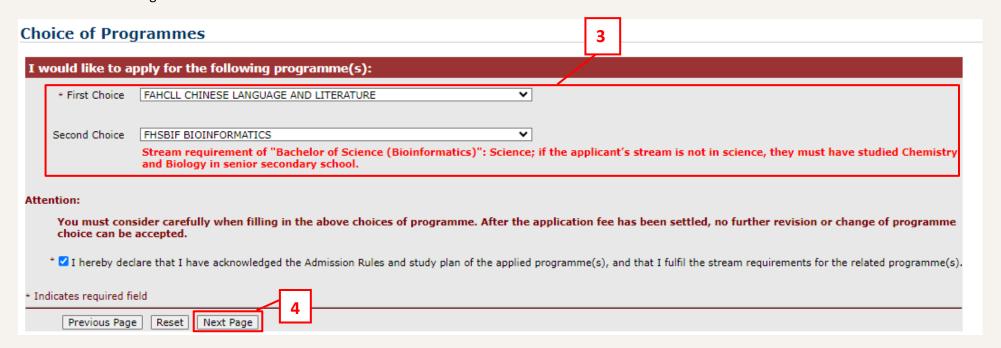
C. 填寫及遞交入學資料 / Complete and submit the Application Form

- 1) 首先填寫個人資料。申請人可根據指示填寫有關資料,包括"中文姓名"、"性別"、"出生日期"、"出生地點"、"國籍"、"證件類別"、"身份證/ 護照有效日期"、"父母親之中英文姓名"、"通訊地址"、"聯絡電話號碼"及"手提電話號碼",*號為必須填寫之項目;
 - Applicants should follow instruction to fill in his/her personal information, including "Name in Chinese", "Gender", "Date of Birth", "Place of Birth", "Nationality", "ID Type", "Expiry Date of I.D card/Passport", "Parents' name in English and Chinese", "Postal Address", "Tel. No." and "Mobile No.".
 *Indicates required field;
- 2) 填好後點擊"下一頁"。

After filling in the personal information, click "Next Page".



- 3) 選報課程(最多可填寫 2 個志願,最少 1 個)。**申請人必須小心填報志願,於繳交報名費後不可更改**;
 Fill in choice of programmes (maximum 2 programmes and minimum 1 programme must be filled). You must consider carefully when filing in the choices of programme. **After the application fee has been settled, no further revision or change of programme choice can be accepted**;
- 4) 填好後點擊 "下一頁"。 Click "Next Page".



5) 選取您的中學所在國家或地區;
Select the Country or Region of your secondary school;

Next Page

Reset

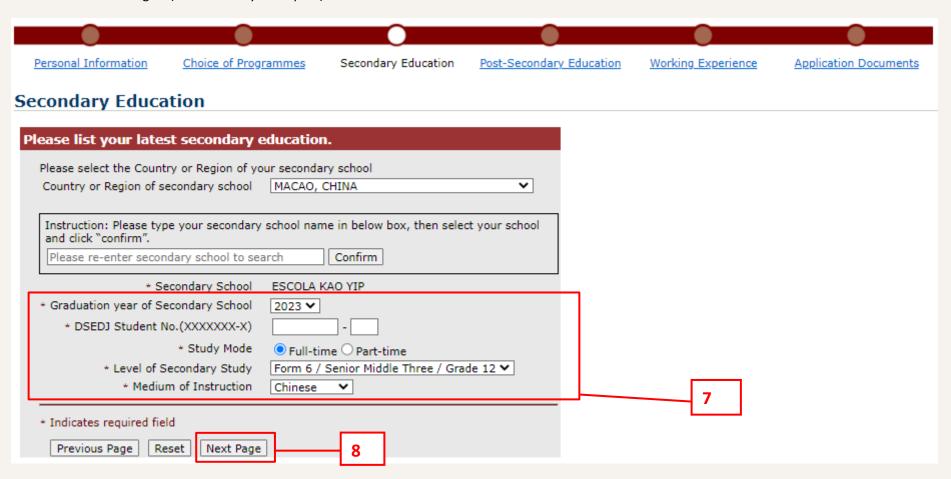
Previous Page

6) 於空格內輸入就讀的中學,並於下拉式選單中選取並點擊 "確認";(如清單中沒有列出您所就讀的中學,請直接跳至步驟 9) Input your latest secondary school in the blank space and choose from the school options, then click "confirm"; (If your secondary school is not on the

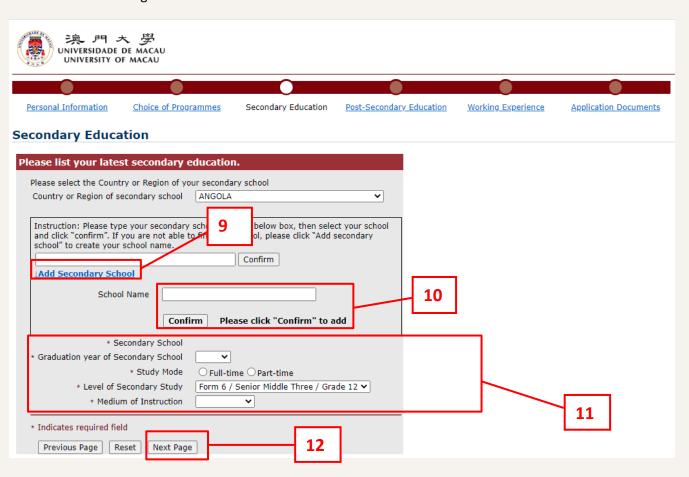
list, please move directly to step 9);

Personal Information Choice of Programmes Secondary Education Post-Secondary Education Working Experience Application Documents **Secondary Education** Please list your latest secondary education. Please select the Country or Region of your secondary school Country or Region of secondary school MACAO, CHINA Instruction: Please type your secondary school name in below box, then select your school and click "confirm". Confirm MACAO, CHINA ESCOLA KAO YIP 6 MACAO, CHINA ESCOLA SECUNDÁRIA SAM YUK DE MACAU MACAO, CHINA MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY MACAO, CHINA ESCOLA NOSSA SENHORA DE FÁTIMA MACAO, CHINA ESCOLA SECUNDÁRIA NOCTURNA XIN HUA MACAO, CHINA ESCOLA SECUNDÁRIA MILLENNIUM MACAO, CHINA ESCOLA DE DANÇA DO CONSERVATÓRIO DE MACAU MACAO, CHINA COLÉGIO YUET WAH - SECÇÃO CHINESA MACAO, CHINA ESCOLA SECUNDÁRIA SAM YUK DE MACAU - SECÇÃO INGLESA t no. (e.g. BB123456). MACAO, CHINA ESCOLA DE APLICAÇÃO ANEXA À UNIVERSIDADE DE MACAU Indicates required field

- 7) 填寫最近的中學學歷,包括 "高中畢業年份"、 "教育及青年發展局學生編號"、"就讀模式"、 "學歷" 及"授課語言";
 Input latest secondary education background, including "Graduation year of Secondary School", "DSEDJ Student No.", "Study Mode", "Level of Secondary Study" and "Medium of Instruction";
- 8) 完成後點擊 "下一頁"。(跳至步驟 13) Click "Next Page". (Move directly to step 13)



- 9) 如清單中沒有列出您所就讀的中學,點擊 "新增中學名稱";
 If your secondary school is not on the list, please click "Add Secondary School";
- 10) 輸入學校名稱,點擊 "確認"; Input the school name, then click "confirm".
- 11) 填寫最近的中學學歷,包括"高中畢業年份"、"就讀模式"、"學歷"及"授課語言";
 Input latest secondary education background, including "Graduation year of Secondary School", "Study Mode", "Level of Secondary Study" and "Medium of Instruction";
- 12) 完成後點擊 "下一頁"。 Click "Next Page".



13) 選取您的"已取得最高學歷";

Select your highest education level;

14) 如適用,請依順序(由近至遠)列出您的大專學歷資料;

Please list your post-secondary education in reverse chronological order (start from most recent), if applicable;

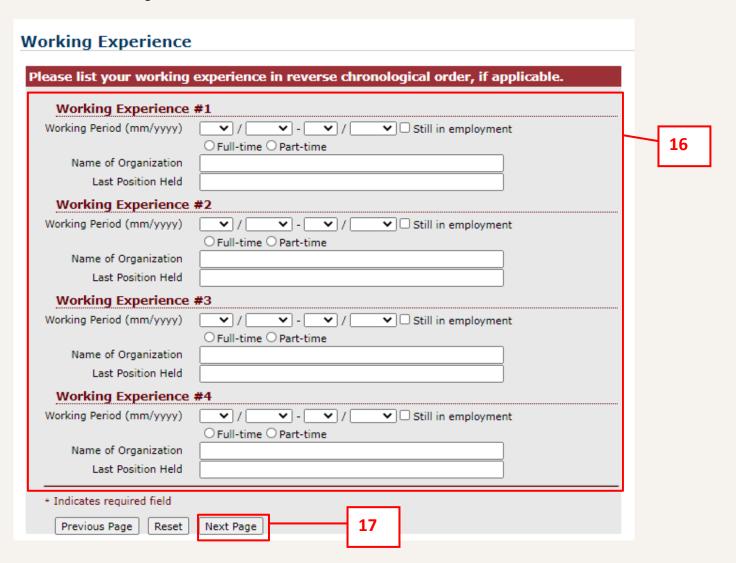
15) 點擊 "下一頁"。			
		Highest education le	vel
Click "Next Page".		* Highest education level	Secondary school graduates
		-	Secondary school graduates
Post-Secondary Education		Doct Cocondam Edu	Currently studying in bachelor degree programme
•		Post-Secondary Edd	Higher diploma
Please list your post-secondary education in reve			
Highest education level	13		Associate degree
Highest education level Secondary school graduates			Bachelor degree
Post-Secondary Education #1			Master degree
Name of Institution		_	Programme Title
Country or Region Programme Title			
UM Student Number			
OM Student Namber	If you have studied in UM, please enter your student no. (e.g. BA412345).	14	
Period of Attendance (mm/yyyy)	v / v - v / v	14	
	O Full-time O Part-time		
Year of study you are now in/when you graduated			
Are you in final year?	○ Yes ○ No		
Qualification Obtained / To be Obtained / Programme Level Medium of Instruction	V		
Cumulative grade obtained (Average grade/Total)	/ (e.g. GPA 3.5/4.0; 90/100)		
	(e.g. GPA 3.5/4.0; 90/100)		
Post-Secondary Education #2			
Name of Institution		_	
Country or Region Programme Title			
UM Student Number			
ON Stadent Namber	If you have studied in UM, please enter your student no. (e.g. BA412345).		
Period of Attendance (mm/yyyy)	v / v - v / v		
	O Full-time O Part-time		
Year of study you are now in/when you graduated			
Are you in final year?	○ Yes ○ No		
Qualification Obtained / To be Obtained / Programme Level Medium of Instruction			
Cumulative grade obtained (Average grade/Total)	/ (e.g. GPA 3.5/4.0; 90/100)		
	(e.g. GPA 3.5/4.0; 90/100)		
Post-Secondary Education #3			
Name of Institution Country or Region	V		
Programme Title	V		
UM Student Number			
	If you have studied in UM, please enter your student no. (e.g. BA412345).		
Period of Attendance (mm/yyyy)	v / v - v / v		
	Full-time O Part-time		
Year of study you are now in/when you graduated			
Are you in final year? Qualification Obtained / To be Obtained / Programme Level	○ Yes ○ No		
Medium of Instruction			
Cumulative grade obtained (Average grade/Total)	/ (e.g. GPA 3.5/4.0; 90/100)		
		_	
* Indicates required field			
Previous Page Reset Next Page	4.5		
	15		

16) 如適用,請依順序(由近至遠)列出您的工作經驗;

Please list your working experience in reverse chronological order (start from most recent), if applicable;

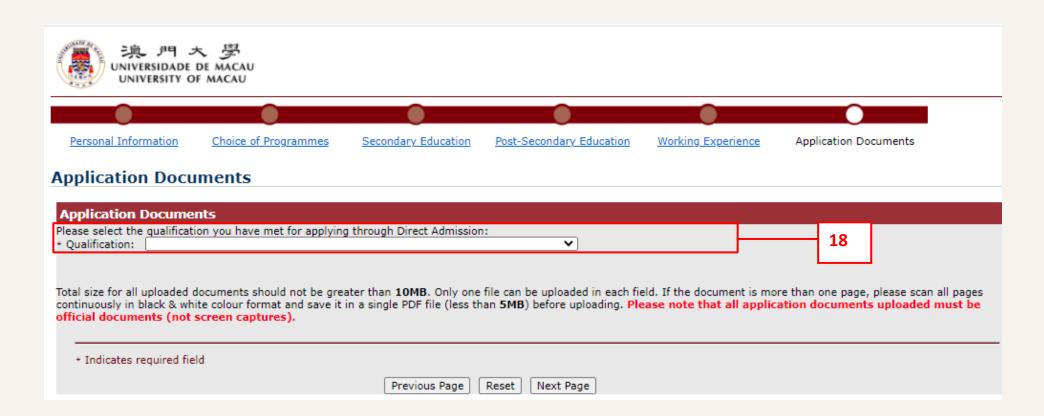
17) 點擊 "下一頁"。

Click "Next Page".



18) 請選擇您已具備的學歷資格;

Please select the qualification you have met;



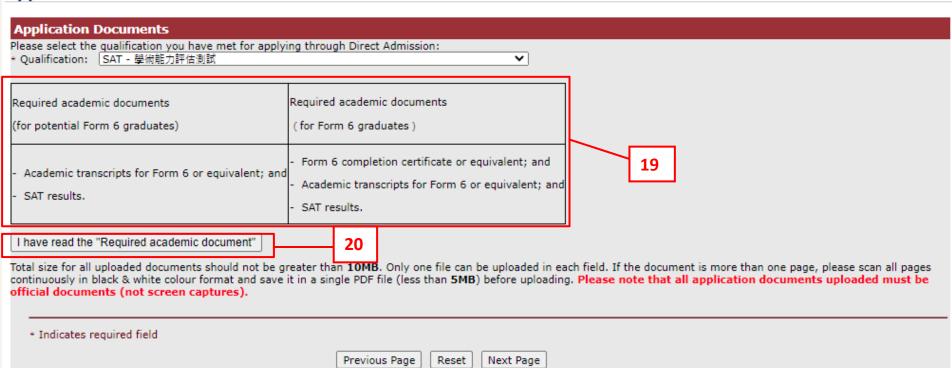
19) 細閱所需學歷文件;

Please read the "Required academic documents" carefully;

20) 點擊"已讀需提交之學歷文件";

Click "I have read the Required academic document";

Application Documents



- 21) 上載身份證/護照副本、相片及其他學歷文件至相應的欄位(必須點擊"上載"鍵才能完成上載); Upload ID/Passport copy, Photo and other academic documents at the related fields. (Click the "Upload" button to proceed)
- 22) 點擊"下一頁"。 Click "Next Page".

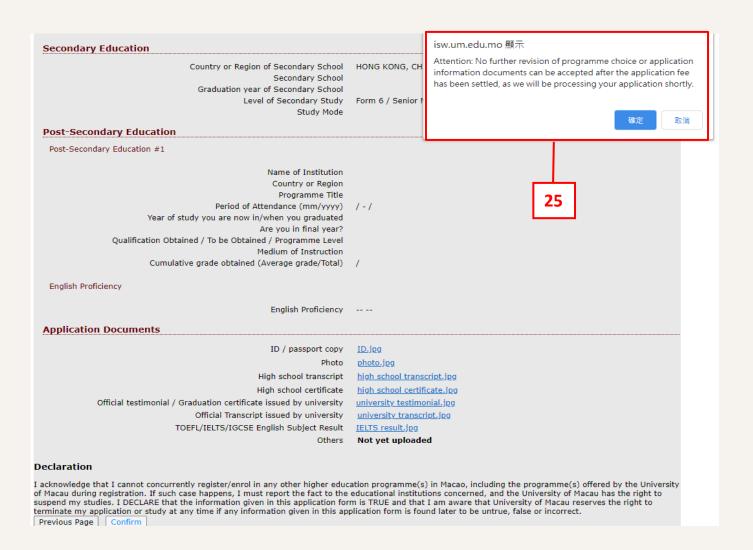
Application Documents					
Application Doc	cuments				
Please select the qua Qualification: SA	alification you have met for applyi T - 學術能力評估測試	ng throug	h Direct Admission:		
Required academic documents		Required academic documents			
(for potential Form 6 graduates)		(for Form 6 graduates)			
- Academic transcripts for Form 6 or equivalent; and - SAT results.		- Form 6 completion certificate or equivalent; and - Academic transcripts for Form 6 or equivalent; and - SAT results.			
I have read the "Red	quired academic document"				
continuously in black				ch field. If the document is more than one page, g. Please note that all application document	
	* ID / passp	ort copy	選擇檔案 未選擇任何檔案	Upload	
			Document should be in PDF or JPG format.		
		* 相片	選擇檔案 未選擇任何檔案	Upload	
	* High school tr	necript	Document should be in image format (JPG) 選擇檔案 未選擇任何檔案	Upload	\sim
	- High School d	anscript	选择借款 不选择证则借来 Document should be in PDF or JPG format.		21
	* Public Exa	m result	選擇檔案 未選擇任何檔案	Upload	
			Document should be in PDF or JPG format.		
	High school ce	ertificate	選擇檔案 未選擇任何檔案	Upload	
			Document should be in PDF or JPG format.		
	English Proficiency test (if ap	plicable)			
		Others	選擇檔案 未選擇任何檔案	Upload	
			Document should be in PDF or JPG format.		J
* Indicates requir	red field	[Previous Page Reset Next Page	22	

- 23)於"確認資料"頁上確認所填之資料全部無誤後,點擊"確認";
 - Please make sure that all the information filled in is correct in the "Confirmation" page, then click "Confirm";
- 24) 如需更改任何資料,可點擊"上一頁"返回之前頁面修改。
 - Click "Previous Page" to go back to the previous section, if applicants need to revise any of the information.

Secondary Education				
Country or Region of Secondary School	HONG KONG, CHINA			
Secondary School				
Graduation year of Secondary School				
Level of Secondary Study	Form 6 / Senior Middle Three / Grade 12			
Study Mode				
Post-Secondary Education				
Post-Secondary Education #1				
Name of Institution				
Country or Region				
Programme Title				
Period of Attendance (mm/yyyy)	/ - /			
Year of study you are now in/when you graduated				
Are you in final year?				
Qualification Obtained / To be Obtained / Programme Level Medium of Instruction				
Cumulative grade obtained (Average grade/Total)				
,				
English Proficiency				
English Proficiency				
English Fronciency				
Application Documents				
ID / passport copy	ID.jpg			
Photo	photo.jpg			
High school transcript	high school transcript.jpg			
High school certificate	high school certificate.jpg			
Official testimonial / Graduation certificate issued by university	university testimonial.jpg			
Official Transcript issued by university	university transcript.jpg			
TOEFL/IELTS/IGCSE English Subject Result	IELTS result.jpg			
Others	Not yet uploaded			
Declaration				
I acknowledge that I cannot concurrently register/enrol in any other higher educ	ation programme(s) in Macao, including the programme(s) offered by the University			
of Macau during registration. If such case happens, I must report the fact to the				
suspend my studies. I DECLARE that the information given in this application for mation given in this ap	m is TRUE and that I am aware that University of Macau reserves the right to plication form is found later to be untrue, false or incorrect.			
Previous Page Confirm 23				
24				
24				

25) 注意:申請人於繳交報名費後不可修改申請表內報讀志願之資料。

Attention: No further revision of programme choice or application information/documents can be accepted after the application fee has been settled.



26) 申請人會收到電郵確認已遞交網上申請表格。申請人必須於報名期內繳交澳門幣叁佰元正之報名費以完成報名手續。

Applicants will receive an email to confirm that the online application has been submitted. Applicants MUST settle the application fee of MOP300 before the application deadline as to complete the online application.



Online Admission Application <no_reply_adm@um.edu.mo>

澳門大學直接入學網上報名 - 登入編號247000023 / Application for Admission to University of Macau by Direct Admission - Login no. 247000023

Application_247000023.pdf 355 KB

注意:請勿回覆此郵件,郵件寄自自動送件郵箱,關下傳送至此郵箱的郵件將不會回覆。

CHAN TAI MAN 您好:

感謝報讀澳門大學學士學位課程,您的登入編號為247000023。

為了完成您的報名手續,您必須在報名截止日期前繳交報名費(澳門元 300),報名費一經繳交,概不退還。多繳或重覆繳付的報名費概不退還。於繳交報名費後,申請人將於 兩日內收到電郵及電話短訊通知其"個人申請編號"(AP-C4-XXXX-X)。

請知悉申請人於繳交報名費後不可修改申請表內報讀之志願及申請文件。

如於繳費2日後仍未收到申請編號,請與本處聯絡。

澳門大學註冊處謹啓

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

Dear CHAN TAI MAN,

Thank you for your interest in our bachelor's degree programmes and your online application (Login no. 247000023).

In order to complete the application procedure, kindly settle the application fees (MOP300) which is non-refundable on or before the application deadline. Duplicated or excessive payment will not be refunded. An acknowledgment email and SMS with your application number (AP-C4-XXXX-X) will be sent to you within 2 days after you have paid the application fee.

Please note that no further revision of programme choice or application information documents can be accepted for Direct Admission applicants after the application fee has been settled.

If you have not received the application number in 2 days after payment of your application fee, please contact the Registry.

Thank you for your attention and cooperation.

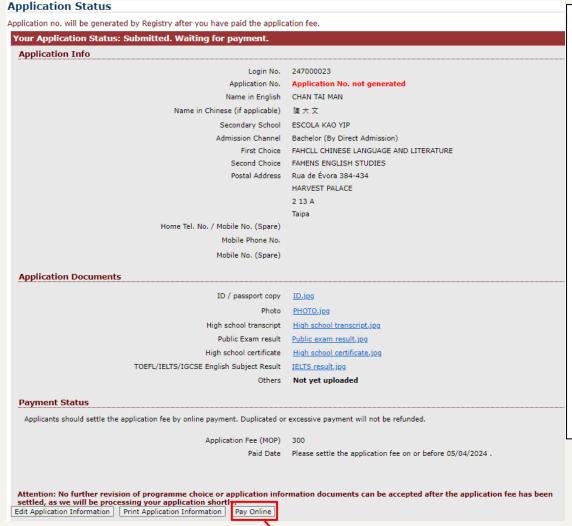
Registry

University of Macau

D. 繳費方式 / Payment Methods of Application Fee

1) 填妥網上報名表後,申請人可以點擊"在線支付報名費"進入繳費頁面。

After confirm the application information, applicants can click the "Pay Online" button to enter the payment interface.



*重要事項:

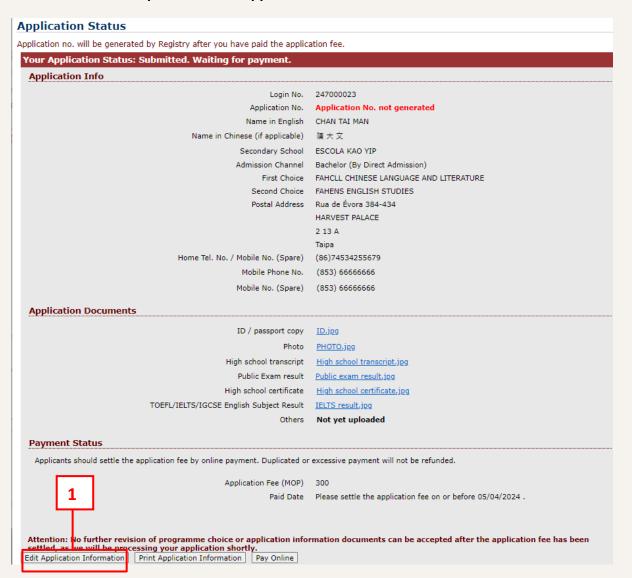
申請人於繳交報名費後不可修改申請表內報讀志願之資料。多繳或重覆繳付的報名費概不退還。於繳交報名費後,申請人將於兩天內收到電郵及電話短訊通知其"個人申請編號"(AP-C4-XXXX-X)。此時報名手續正式完成。繳費須知可瀏覽本處網頁。

*Important Notice:

No further revision or change of programme choice can be accepted after the application fee has been settled. Duplicated or excessive payment will not be refunded. Applicants will be receiving an email and SMS message with his/her assigned application number (AP-C4-XXXX-X) within 2 days after the payment of application fee. Your on-line application has been successfully completed now. For payment details, please visit our website.

E. 更改資料 / Update Information of the Application Form

1) 申請人可於繳交報名費前登入網上報名系統修改任何資料及志願。**繳交報名費後不可修改申請表內報讀志願之資料。**Applicants can revise any information as well as programme choices before settling the application fee. **No further revision or change of programme choice can be accepted after the application fee has been settled.**



2) 完成更改後<u>必須再次點擊"確認"</u>方可完成申請。成功更改資料的報名內容將再次以 PDF 檔形式發送到申請人的電子郵箱。

You <u>MUST</u> click the "Confirm" button again to validate your updates, otherwise <u>NO</u> changes/revisions of application will be updated. Updated application information will be sent to applicants again (in PDF Formation) by email.

Secondary Education	
Country or Region of Secondary School	HONG KONG, CHINA
Secondary School	HONG KONG, CHINA
Graduation year of Secondary School	
Level of Secondary Study	Form 6 / Senior Middle Three / Grade 12
Study Mode	
Post-Secondary Education	
Post-Secondary Education #1	
Name of Institution	
Country or Region	
Programme Title	
Period of Attendance (mm/yyyy)	/ - /
Year of study you are now in/when you graduated	
Are you in final year?	
Qualification Obtained / To be Obtained / Programme Level	
Medium of Instruction	
Cumulative grade obtained (Average grade/Total)	
English Proficiency	
English Proficiency	
Application Documents	
ID / passport copy	ID.jpg
Photo	photo.ipg
High school transcript	high school transcript.jpg
High school certificate	high school certificate.jpg
Official testimonial / Graduation certificate issued by university	university testimonial.jpg
Official Transcript issued by university	university transcript.jpg
TOEFL/IELTS/IGCSE English Subject Result	IELTS result.jpg
Others	Not yet uploaded
	,
Declaration	
of Macau during registration. If such suspend my studies. I DECLARE that hation given in this application for	ation programme(s) in Macao, including the programme(s) offered by the University educational institutions concerned, and the University of Macau has the right to m is TRUE and that I am aware that University of Macau reserves the right to plication form is found later to be untrue, false or incorrect.