



澳門大學

UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## ACADEMIC YEAR 2019/2020 REGISTRATION INFORMATION SHEET (FOR LOCAL & OVERSEAS MASTER'S DEGREE AND POSTGRADUATE CERTIFICATE PROGRAMS)

1. **Registration Venue:** Graduate School Room 001, G/F, Administration Building (N6)

2. **Registration Schedule:**

Academic Unit	Date	Time
Faculty of Business Administration	05/08/2019	17:00-19:00
Faculty of Education		
Faculty of Social Sciences	06/08/2019	
Faculty of Science and Technology		
Institute of Chinese Medical Sciences		
Faculty of Art and Humanities	07/08/2019	
Faculty of Law		

3. **Students should bring along the following documents for registration:**

- Original** of the Offer Letter and Statement of Acceptance; and
- Student's copy of the bank payment slip (if applicable); and
- One copy and the original** personal identification document (passport for Taiwan and overseas students; ID card for local and Hong Kong students); and
- Two passport size (around 3.5cm x 4.5cm) colour photos (white background is recommended; please write your student number and name on the back); and
- One copy and the original** of the Bachelor's degree certificate and transcript; and
- One copy and the original** of the Proof of English proficiency or Proof of English as the medium of instruction; and
- The original Medical Examination Report and original & a copy of the "Individual Vaccination Booklet" (including the pages about personal information and tetanus vaccination record). Students are advised to bring along the original "Individual Vaccination Booklet" for checking when needed. Please note that the Medical Examination Report will be considered valid only with signature of the doctor and stamp of the hospital or medical centre. (Details please refer to the Instruction for Medical Examination)

**\*If the applicant cannot provide the captioned documents, University has the right to withdraw his/her admission qualification.**

4. **Temporary campus card**

Students who fail to submit the required documents stated in the letter of acceptance regardless of any reasons must provide a detailed justification for the failure of submission and notify the Graduate School **at least three working days** before the students' scheduled registration date. Such students can only be issued a temporary campus card and cannot enjoy all the privileges as official students do. If you do not submit the proof for your graduation and degree and/or Medical Examination Report, we will not process your registration.

**After submitting all required documents and completing registration, students will receive their student cards (campus cards).**

5. **Late Registration**

Students who are unable to report for registration on the specified date are required to submit an application for late registration to the Graduate School. Except for medical reasons and other extraordinary circumstances, registration can only be delayed for at most 5 calendar days after commencement of **classes (The first day of 1<sup>st</sup> semester's classes of the academic year 2019/2020 is 19 August 2019)**. Students should submit the completed application form to the Graduate School **at least three working days** before the scheduled registration period. Otherwise, a late registration fee of MOP330.00 will be charged against students who fail to register by the date specified. Application form (GRS/Form/011) for late registration can be obtained at the Graduate School or website (<http://www.umac.mo/grs/en/download.php>).

## 6. UM Medical Insurance

UM medical insurance is mandatory for all registered students, except those are approved for exemption. The insurance scheme period starts from the registration day to 31 July 2020 and covers out-patient visits and hospitalization benefits. The insurance premium for academic year 2019/2020 is MOP120. For further latest information about the UM Medical Insurance Scheme, Waiver Guidelines and Exemption Application, please visit the below website [http://www.umac.mo/sao/srs/ss/insurance/en/srs\\_medical\\_insurance.php](http://www.umac.mo/sao/srs/ss/insurance/en/srs_medical_insurance.php).

### NOTES

1. All students must complete the registration in person.
  2. Non-registered new students can apply for deferment of study for not more than one academic year. Such applications will only be permitted for medical reasons and exceptional cases with sound justification. For medical reasons, students are required to submit medical certificates issued by hospitals at the time of application. For exceptional cases with sound justification, students are required to specify the reason and submit written certifications at the time of application. **Application for such deferment should be made to Graduate School before 19/07/2019.** (Application should submit to the Graduate School's office or by email)
  3. Non-registered new students must fulfill all the conditions stated in their offer letters and submit the required amount of non-refundable deposit before they become eligible to apply for deferment of study.
  4. Non-registered new students are not permitted to transfer to another major/programme when they apply for resumption of studies. The University reserves the right to change the study plan and cancel any programme without prior notice.
  5. Contacts of academic units:
    - Faculty of Art and Humanities – (853) 8822 4047
    - Faculty of Business Administration – (853) 8822 4607
    - Faculty of Education – (853) 8822 8789
    - Faculty of Law – (853) 8822 4779
    - Faculty of Social Sciences – (853) 8822 4015
    - Faculty of Science and Technology – (853) 8822 4963
    - Institute of Chinese Medical Sciences – (853) 8822 4685
  6. Graduate School –Room G001, Administration Building,  
University of Macau,N6  
Avenida da Universidade, Taipa, Macau, China
- Office hours:                   09:00 – 13:00 and 14:00 – 17:45 (Monday to Thursday)  
  09:00 – 13:00 and 14:00 – 17:30 (Friday)
- Telephone:                       (853) 8822 4898