



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

ACADEMIC YEAR 2019/2020 REGISTRATION INFORMATION SHEET (For Local, Hong Kong, Taiwan & Overseas' PhD Students)

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

02 January (Thur) to 03 January (Fri) 2020
10:00 – 13:00 and 14:30 – 17:30

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

- a) **The original** Offer Letter and Statement of Acceptance; and
- b) Student's copy of the bank payment slip (if applicable); and
- c) **One copy and the original** personal identification document (passport for Taiwanese and overseas students; ID card for local and Hong Kong students); and
- d) 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
- e) **One copy and the original** of the Bachelor's degree certificate, **one copy and the original** of the Bachelor's degree transcript, **one copy and the original** of the Master's degree certificate, **one copy and the original** of the Master's degree transcript; and
- f) **One copy and the original** of the Proof of English proficiency or Proof of English as the medium of instruction; and
- g) The original Medical Examination Report and a copy of the "vaccination record" (including the pages about personal information and tetanus vaccination record). Students are advised to bring along the original "Individual Vaccination Booklet" for checking. 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 (For details, please refer to Instruction for Medical Examination).

***If the applicant cannot provide the captioned documents, the University has the right to cancel his/her admission offer.**

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 the 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 1st semester's classes of the academic year 2019/2020 is 6 January 2020). 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.



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NOTES

1. New students must complete the registration in person.
2. Non-registered new students can apply for deferment of studies 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 30 December 2019 (Application should be submitted to the Graduate School 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 studies.
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 general office of academic units:

Faculty of Arts & Humanities	(853) 8822 4047
Faculty of Business Administration	(853) 8822 4607
Faculty of Education	(853) 8822 8789
Faculty of Health Sciences	(853) 8822 4998
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
Institute of Applied Physics and Materials Engineering	(853) 8822 4142
6. Graduate School: Room G001, Administration Building,
University of Macau, N6
Avenida da Universidade, Taipa, Macau, China
Office hours: (Monday to Thursday) 09:00 – 13:00 and 14:00 – 17:45; (Friday) 09:00 – 13:00 and 14:00 – 17:30
Office is closed on Saturdays, Sundays and University Holidays.
Telephone: (853) 8822 4898
E-mail: gradschool@um.edu.mo