



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## Undergraduate Programs of Academic Year 2017/2018 Guidelines for Online Application

### 1. Guidelines for Using the Online Application System

- 1.1 Online Application System (OAS) supports simplified / traditional Chinese and English input; and the recommended Chinese input methods are Cangjie, Simplified Cangjie, Intelligent ABC and Microsoft Pinyin IME.
- 1.2 English alphabets, numbers and punctuation marks must be input by single-byte characters.
- 1.3 For better viewing effect, please browse the OAS with Internet Explorer 5.0 or later version with screen resolution at 1024 x 768.
- 1.4 Applicants must fill in the parts marked with \*. And the parts not marked with \* are subject to applicability.
- 1.5 For any enquiry on application, please contact Registry at (853)8897-2228 or [admission@must.edu.mo](mailto:admission@must.edu.mo).
- 1.6 The University reserves the right in amending and interpreting these Guidelines, please take note of the latest announcements.

### 2. Registration for New Account

- 2.1 The newly registered applicant must create a new account by clicking “New Registration” for login and information input.
- 2.2 Please select the “Applied Program” , “Identity Document” and “ Ways of Admission” ; fill-in “ID Card / Passport” (please fill-in all numbers, English alphabets and punctuation marks such as dot, slash or brackets etc.), “Name in Chinese” , “Name in English” , “Gender” , “Date of Birth” and provide a valid “E-mail Address” .
- 2.3 Read the “Declaration on the Collection of Personal Data” and check the bracket with “✓” to indicate that the applicant have read and understood the University’ s declaration regarding the collection of personal information before clicking the “Submit” button.
- 2.4 The applicant who succeeds in opening a new account will get a “User Name” (Format: B17□□□□□) and a “Password” ; the University will also send an e-mail to notify the successful applicant of the account information.

### 3. User Name and Password

- 3.1 “User Name” and “Password” are required for login OAS for authentication purpose.
- 3.2 For security purpose, the applicant should change the password regularly; it is suggested for applicant to change the password after the first login. For the procedures of changing the password, please refer to Section 13.

### 4. Login and Logout

- 4.1 Applicant must login OAS with “User Name” and “Password” .
- 4.2 Applicant needs to logout the OAS for every login, or else the system will only allow the next login after 30 minutes. Please click the “Logout” button at the upper right corner of the webpage in order to logout the system. Please be reminded to save all the changes made by clicking the “Save” button before logout; otherwise, the fill-in information will not be saved or recorded by the system.

## 5. E-Mail

Applicant must ensure the e-mail address registered in the OAS is valid as the University will send relevant admission information and notices through e-mail. If the applicant is using another e-mail account or the original is no longer valid, please login OAS and update before the deadline of application. Applicant will receive an e-mail confirmation after updating.

## 6. Complete the Online Application

- 6.1 Applicant must follow the Guidelines and fill in the parts marked with \* after login to the OAS.
- 6.2 After filling in the information, the applicant must read the information in the section “Important Notes and Declaration” carefully, check the bracket with “✓” and click “Submit Application” .
- 6.3 After submitting the application, a pop-up message “The application has been submitted successfully!” will be shown on the screen and this message will also be appeared on the upper left corner of the webpage.
- 6.4 All admission applications will become effective only after the applicant submits online application in the OAS and pays the application fee.

## 7. Change of Information

- 7.1 If the applicant needs to amend his/her personal information, he/she can login the OAS and make changes before the deadline of application.
- 7.2 If applicant wants to amend his/her personal information after the deadline of application, he/she must submit the application to Registry with the completed form of “Application for Personal Data Amendment (For New Applicants)” and I.D./passport copy (attach supporting documents if applicable), but no changes in the chosen program and major is allowed.

## 8. Payment of Application Fee and Download of Debit Note

- 8.1 Applicants must pay the application fee during the application period.
- 8.2 Applicants who successfully submit the application should login OAS and download the Debit Note for Application Fee. Applicants could pay the application fee with the Debit Note at a designated bank or at the Accounts Office Service Counter in the University campus. Applicants could also pay the application fee through the Union Pay Online Payment or Jetco Payment Gateway (VISA/MASTER card) before the application deadline.
- 8.3 All application fees paid (including repeated/overlapped payments) are neither refundable nor transferable.
- 8.4 After application fee has been confirmed by the Accounts Office, the OAS “Download Debit Note/Upload Information on Payment of Application Fee” will be shown: “You have completed the payment of application fee!”
- 8.5 For details, please browse the University website>Admission>Tuition Fees>Payment Methods of Application Fee.

## 9. Upload Information on Payment of Application Fee

- 9.1 The applicants who pay at the Accounts Office Service Counter, Counter of Banco Nacional Ultramarino(BNU), via UnionPay Online Payment/ Jetco Online Payment (Credit card) are not required to upload the proof of payment of application fee to the OAS.
- 9.2 In addition to the above applicants, others are required to upload the proof of payment of application fee (like remittance slip) to the OAS for confirmation by the Accounts Office.

## 10. Confirmation of Successful Application

- 10.1 All admission applications will become effective only after the applicant submits online application in the OAS and pays the application fee.
- 10.2 After the completion of relevant procedures, the University will inform the applicant within two weeks:
  - For Mainland students, reminders will be shown on the “Inbox” page by logging in the OAS: “Your application has been submitted successfully!” and “Your application fee has been paid

successfully!”

- For Students from Macau, Hong Kong, Taiwan, International and MUST Pre-University Studies Students, confirmation notice with your application number (1709AP□□-B□□□□) will be sent to applicants. Application number can also be checked via the OAS>Personal Info page.

## 11. Printing of Application Information

11.1 Applicants should print the application form which can be downloaded from the OAS.

11.2 Applicant must check and confirm the data of application are true and accurate.

11.3 Information will be based on the details completed on the OAS.

## 12. Forgot the User Name and Password

Applicant can check his/her “User Name” and “Password” from the “Notification of Account Information” sent by the University. If the notification of account information has been deleted or the password has been changed, the applicant can click “Forgot Password” and enter “User Name” and “ID Card Number”, a new password will be sent to the applicant by e-mail; or by clicking “Forgot User Name” and key in “ID Card Number” and “E-Mail Address”, the User Name will then be sent to the applicant by e-mail.

## 13. Change of Password

Applicants can login OAS and change the password by clicking “Change Password” button at the right upper corner in the OAS pages. Enter the “Old Password”, “New Password”, “Re-enter the New Password” before clicking “Save and Continue”.

## 14. Unable to Receive E-mail

14.1 Applicant must check and confirm the e-mail address is correct.

14.2 If the applicant is using free e-mail services, the e-mail from the University may be sent to the “Junk Mail” or “Trash Mail” folder owing to differences in account configuration and setting. If the applicant is unable to receive an e-mail from the University, please take initiative to check those folders.

14.3 Capacity of the applicant’s e-mail mailbox may already be full and therefore no e-mail can further be received. Under this circumstance, the applicant should delete some of the e-mails and ensure there is enough room for e-mail(s) from the University.

## 15. Receiving E-mail in Unreadable Code

If your computer cannot display Chinese characters or the content is in unreadable code, please go to “View (V)” at the toolbar of the explorer → “Encoding (E)” → “(Unicode) UTF-8” for viewing Chinese characters.

## 16. Unable to View PDF Files

Most files are in the Acrobat (PDF) format and if no Acrobat Reader is available in your computer, please install the upgraded Adobe Acrobat Reader for viewing the files.

## 17. For Enquiry:

Department	For Enquiring	Telephone No.	E-mail
Registry	Admission	(853) 8897-2228	<a href="mailto:admission@must.edu.mo">admission@must.edu.mo</a>
Information Technology Office	System Malfunction	(853) 8897-2080	<a href="mailto:itsc@must.edu.mo">itsc@must.edu.mo</a>
Accounts Office	Fees and Payments	(853) 8897-2298	<a href="mailto:accounts@must.edu.mo">accounts@must.edu.mo</a>