



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

Guidelines for Online Confirmation Procedures for Admission (Applicable for Undergraduate Programs & Pre-U Studies)

Students are required to login to the Online Application System (OAS) to complete the following procedures in accordance with this guideline. Students who fail to complete the Online Confirmation Procedures for Admission before the deadlines will be deemed as not accepting the offer of admission.

	Items	Deadline	Guidelines
1	Verify the Personal Information	Confirm before the deadline of payment	Refer to point 1 below
2	Confirm to Accept the Offer of Admission	Confirm before the deadline of payment	Refer to point 2 below
3	Confirm to Accept Scholarships (for students who are offered scholarships only)	Confirm before the deadline of payment	Refer to point 3 below
4	Upload proof of payment	Upload the proof of payment immediately after payment	Refer to point 4 below
5	Provide information for arrival and applying the student dormitory (for Non-local students)	on or before August 21	Refer to point 5 below
6	Provide information about the PRC Exit-Entry Permit for Travelling to and from Hong Kong and Macau (for Mainland Students)	July 24 to August 25	Refer to point 6 below

1. Verify the Personal Information

- 1.1. Login to the Online Application System and click the page of "Verification of Personal Information";
- 1.2. Check your personal information and make sure it is correct, then click the "Confirm" button to submit. A message of "Submitted Successfully!" will be shown;
- 1.3. If you need to change your personal information, please click the "Amend" button;
- 1.4. A message of "Please apply through Registry if you need to change your personal information. Complete the form of "Application for Personal Data Amendment Form" and submit it together with the identification documents to Registry. The form can be downloaded from MUST website>Admission>Undergraduate programs>Forms download." will be shown on the page.

2. Confirm to Accept the Offer of Admission

- 2.1. Login to the Online Application System and click the page of "Confirm to Accept the Offer of Admission";
- 2.2. Please read the declaration of admission carefully and put "✓" in the bracket to declare that you have read and understood all the terms and conditions. Please click the "Confirmation to Accept the Offer of Admission" button to accept the offer of admission. A message of "Submitted Successfully!" will be shown.

Note: No further amendments can be made thereafter.

3. Confirm to Accept Scholarships (for students who are offered scholarships only)

- 3.1. Login to the Online Application System and click the page of "Accept Scholarships";
- 3.2. Read the clauses of scholarships carefully and complete the following steps to accept the offer of Scholarships:
 - Put "✓" in the bracket to declare that you have read and understood all the terms and conditions.
 - Upload the signed confirmation letter.
 - Click "Save and Submit". A message of "Submitted Successfully!" will be shown.

Note: No further amendments can be made thereafter.

4. Upload proof of tuition fee payment

- 4.1. Login to the Online Application System and click the page of "Proof of Tuition Payment";
- 4.2. Read the "Upload Payment Proof Instructions" and "Notes";
- 4.3. Fill in the "Name of Remitter/Payer" according to the remittance application form;
- 4.4. To upload proof of payment, just click "Choose File" to select your file from your computer and then click "Save and Upload" button;
- 4.5. A message of "Please upload a clear proof of payment. If the University cannot identify the payer or the payment, the application will be treated as invalid." will be shown on the page. Please make sure you have completed the procedure according to the instructions and click the "Confirm" button to confirm, or click the "Cancel" button to cancel the upload action;
- 4.6. A message of "Name of Remitter/Payer and Proof of Payment have been successfully uploaded!" will be shown if upload is successful.

Note: The "Name of Remitter/Payer" and "Upload Proof of Payment" can be amended once only.

5. Provide information for arrival and applying the student dormitory (for Non-local students)

- 5.1. Login to the Online Application System and click the page of "Arrival & Information for Application of dormitory";
- 5.2. Fill in arrival information;
- 5.3. Fill in "Special Requests" if needed. Special requests are for reference only, the final arrangement will depend on the actual situation;
- 5.4. Click the "Save and Submit" button after completing all the information.

Note: Students should complete on or before August 21. Student who cannot submit the information before the deadline or who wants to revise his/her information, please send a request to the Admission Office via email enquiry@must.edu.mo.

6. Provide information about the PRC Exit-Entry Permit for Travelling to and from Hong Kong and Macau (for Mainland Students)

- 6.1. Login to the Online Application System and click the page of "PRC Exit-Entry Permit for Travelling to and from Hong Kong and Macau";
- 6.2. Fill in "PRC Exit-Entry Permit for Travelling to and from Hong Kong and Macau";
- 6.3. To upload the relative documents, just click "Choose File" to select your file from your computer and then click "upload" button;
- 6.4. Click the "Save and Submit" button after completing all the information.
- 6.5. The message "The information and relative documents have been successfully uploaded!" will be shown if upload is successful. Please check whether some steps are missing if the message "Information is incomplete" is shown.

Note: Students should complete this during the period of July 24 to August 25. Student who cannot submit the information before the deadline or who wants to revise his/her information, please send a request to the Student Affairs Office via email sa@must.edu.mo.