

註冊文件及要求 (學士學位及先修班新生適用)

獲通知可以辦理線上註冊的新生，須於限期內自行登入學生門戶網站（<https://i.must.edu.mo>）/ WeMust Student APP* 辦理線上註冊手續，屆時須按要求上載所需「註冊文件」。

若無法提供正確/完整的所需文件，將無法順利通過線上註冊審核，且視作未完成辦理入學註冊手續；逾期未完成辦理入學註冊手續者，大學有權註銷其入學資格/終止學籍。

*用作登入網站/APP 的學生帳號及密碼於 7 月下旬起陸續向學費已獲核實者發出通知。

【預告】通過註冊審核的學生，必須於 2026 年 8 月 24 - 27 日抵校報到時帶同所有上載文件之原件進行現場核實；否則，大學有權不予辦理報到手續，且視作未完成辦理報到手續。

為使註冊手續順利完成，學生應提前準備「註冊文件」，文件清單可參見「[新生手冊](#)」第 28 頁至 30 頁之註冊文件清單內容，同時請留意以下補充：

● 基本上載要求：

格式	✧ 證件：JPG 格式。 ✧ 其他註冊文件：PDF 格式。
色彩	✧ 證件：彩色，詳見以下「補充注意事項」。 ✧ 其他註冊文件：彩色或黑白均可。
大小	✧ 證件：每個 JPG 檔上限為 2MB。 ✧ 其他註冊文件：每個 PDF 檔上限為 5MB。
頁數	清單上的各個學歷項目須分成不同 PDF 檔上載（如：高中畢業證書視作一個項目，高三成績單視作另一項目），若某一項目之文件多於一頁（如：成績單有 4 頁），應連續掃描或將所有頁面掃描後合併為一個 PDF 檔（使用 PDF 分割/合併工具，可將多個 PDF 檔合併成單一檔案）。
清晰度	上載文檔的內容必須清晰，包括：不應在其上添加浮水印，同時須確保整頁內容顯示完整。

● 補充注意事項：

文件	特別要求
學歷文件	✧ 上載的畢業證書內容應包括個人信息、畢業日期及畢業學校名稱。若畢業證書上的校章或學校名稱較為模糊，上載前，請在證書複印件的空白位置以正楷寫上學校名稱。 ✧ 所有上載的成績單須包含評分制度（或提供有關評分制度之說明，如學校網頁的相關闡述）。如無法提供成績單之評分標準，請提供書面說明，內容包括：學生姓名、科大申請編號，並於內文說明成績單沒有評分標準之原因。

文件	特別要求
	✎ (直接入學學生適用)「其他學歷證明文件」指學生報讀本大學時符合直接入學資格之所有學歷文件，如：公開考試成績單、副學士/高等專科/學士學位/其他專上學歷證書及所有學期之成績單 或 其他高等院校學士學位課程錄取通知書。 ✎ (以下情況的學生適用)需提交高中畢業證明及電郵向註冊處說明情況，以便進一步跟進註冊事宜： - 高中畢業證書待發或遺失； - 就讀中學不頒發畢業證書。 如學歷文件所開具的語言為非英語之外語(如日語、韓語、葡萄牙語等)，需同時上載原件及官方開具/公證之英語譯本。
證件	✎ 上載的各類證件必須於本學年開學日(2026年9月1日)仍為有效。 ✎ 身份證若已過期，必須將舊身份證連同正在辦理續期之證明一同提供。 ✎ 上載時，必須按要求，分別上載「身份證(正面)」與「身份證(背面)」。 ✎ (台灣及國際學生適用)上載護照時，應上載護照之個人資料頁。 ✎ (非本地生適用)內地/香港/台灣/國際生所出示的證件，<u>必須符合申請學生類「逗留特別許可」條件</u>。詳見非本地生前往澳門讀書的重要須知。
體檢報告 (本地生適用)	✎ 上載的「體格檢查報告表」必須有醫生簽名及澳門本地醫院/澳門衛生中心蓋章，方為有效。 ✎ 上載已完成的入學體檢報告的正、反面(共2頁)。<u>其他體檢結果等文件不需上載</u>。 ✎ 入學體格檢查報告顯示以下狀況者，需即時聯絡註冊處： - 色覺異常(有色覺入讀要求課程者適用，即理學、人工智能理學、中醫學、中藥學、藥學、食品與營養科學、內外全科醫學、藝術學-藝術設計、數字媒體藝術、影視製作及表演藝術學士) - 體格檢查報告標明不適合就讀大學。
其他文件 (另行上載/出示/提交)	✎ 非本地生適用：以下文件於<u>線上註冊階段不用上載</u>；但須於指定限期前另行上載，或須於親身抵校辦理報到時出示/提交原件，請留意最新的資訊/通知。 1)「港澳通行證」(僅內地生適用)：須提供正、反兩面，即包括印有持證人照片之「身份資料頁面」及「往來澳門簽注(逗留D)的頁面」。 【內地生留意】來澳留學之出入境簽注必須是(逗留D)學習簽注。<u>持其他簽注來澳者將不予辦理報到手續</u>。 2)「逗留許可」：入境澳門時獲發。 3)「防疫接種紀錄證明」(如：疫苗本、預防接種證)之原件：用作於科大醫院進行入學體格檢查時之核查文件。 4)「醫療保險收據及保險內容資料」：已自購醫療保險者適用。
所有學生適用 ：除上述文件清單外，學生可在親身報到時帶同「學費繳費憑證」及「錄取通知書(打印本或原件)」作為備用文件。	

Registration Documents and Requirements

(Applicable to Pre-University Studies and Undergraduate program)

Freshmen of Pre-University Studies and Undergraduate programs who receive e-mail/SMS notice from the University shall login to Student Portal (<https://i.must.edu.mo>) / WeMust Student APP* for Online Registration, and upload the Registration Documents as required.

If students fail to provide correct/complete required documents, online registration will be deemed as incomplete. For students who fail to complete the online registration, the University will have right to terminate a student's eligibility for admission or his/her student status.

* The login account and password for Student Portal and WeMust Student APP should be issued to students starting in late July after the tuition fee payment has been verified.

【Notice】 Students who have completed the online registration **must bring the original copies of the uploaded documents and provide them for verification** for in-person registration procedures on August 24-27, 2026; otherwise, the University reserves the right not to process the in-person registration procedures and the in-person registration will be deemed as incomplete.

In order to complete the registration procedures, students should prepare the registration documents in advance. Please refer to the Registration Document List on page 33 to 38 of the [New Students Handbook](#), and pay attention to the following content:

● General Requirements:

Format	✧ IDs: JPG format ✧ Other documents: PDF format
Color	✧ IDs: colored. Please refer to "Supplementary notes" for details ✧ Other documents: colored or black and white
Maximum upload size	✧ IDs: 2MB ✧ Other documents (each PDF): 5MB
Pages	The documents must be uploaded separately as different PDF files. (e.g. the High school graduation certificate would be one item, while the Transcript of the final year in high school would be another item). If a document has more than one page (e.g. the transcript has four pages.), please scan all the pages and combine them as one PDF file (you can use the Split-Merge function of PDF to combine separate PDF files into one file).
Clarity	The uploaded documents must be clear: no watermarking should be put on, and all the content of the page should be shown.

● **Supplementary notes:**

Document	Special Requirements
Academic Proofs	✎ The uploaded graduation certificate should include personal information, graduation date, and the name of the graduating institution. If the seal or school name on the graduation certificate is vague, please write down the school name in the blank in block letters. ✎ All uploaded transcripts should include the grading system (or provide a description of the grading system, such as relevant information from the school's website). If you are unable to provide the grading system for the transcript, please provide a written explanation stating the student's name, application number, and the reasons for being unable to provide the grading system for the transcript. ✎ (For all direct admission students) "Other educational qualifications" refer to the academic proofs that are used to apply for direct admission, such as certificates or transcripts of public examinations, associate degree, higher diploma, bachelor degree or other higher degree programs or Acceptance Letter of a bachelor's degree program from other higher education institutions. ✎ (Students who have the following situation) need to send e-mail to the Registry to explain the situation along with the high school graduation testimonial for further registration procedures: - The High School Certificate to be issued, or the Certificate is lost; - No Certificate is issued from the attended high school. For academic documents issued in languages other than English (e.g. Japanese, Korean, Portuguese etc.), both the original and an official/notarized English translation must be provided.
IDs	✎ All identification documents submitted must be valid at the class commencement date (September 1, 2026). ✎ If the ID card expires, need to upload ID card with the proof of renewal. ✎ Upload your "ID Card (Front)" and "ID Card (Back)" separately. ✎ (Only applicable to International students and Taiwan students) Upload the bio page of passport. ✎ (For all non-local students) Mainland China, Hong Kong, Taiwan and International Students must provide documents proving eligibility for the student category "Special Authorization to Stay" application. For details, please refer to Important Information for Non-local Students to Study in Macao.

Document	Special Requirements
Health Examination (For all local students)	↪ The Health Examination Report will be deemed to be valid only when it has signature of the examiner and stamp of local hospital/ Macao Government Health Centers on it. ↪ Only need to upload the front side and the back side of the copy of the completed Health Examination (2 pages in total); <u><i>Not required to upload other pages or other documents.</i></u> ↪ Students who have the following situation on their Health Examination, please contact the Registry immediately: - <u>Abnormal chromatic sense</u> (applicable to the programs that have requirements on the chromatic sense, which are the program of Bachelor of Science, Bachelor of Science in Artificial Intelligence, Bachelor of Traditional Chinese Medicine, Bachelor of Pharmacy in Chinese Medicine, Bachelor of Pharmacy, Bachelor of Food and Nutritional Sciences, Bachelor of Medicine & Bachelor of Surgery, Bachelor of Arts in Art Design, Bachelor of Fine Arts in Digital Media, Bachelor in Film and Television Production and Bachelor in Acting) - <u>Not Physically Fit</u> to pursue study in the University is marked on the health examination report.
Other Documents (should be uploaded /provided /submit separately)	↪ <u>APPLICABLE TO NON-LOCAL STUDENTS:</u> "<i>Other Documents</i>" below <u><i>do not need to be uploaded during online registration</i></u>, but need to be uploaded within the prescribed period separately, or provide/submit the original copies of the documents at the time of in-person registration. Please pay attention to the latest information/announcements. 1) <u>Exit-Entry Permit to Enter Macao (Only applicable to mainland students):</u> must provide the front side as well as the back side of the permit, which means the uploaded/provided copy should include the bio-page and the page of "Endorsement to Enter Macao". 【Notices for Mainland students】 The Endorsement "D" to Enter Macao is for study purpose. Mainland student must provide it for verification during In-person registration; otherwise, the University reserves the right not to process the in-person registration procedures. 2) <u>Printed "Authorization to Stay" document:</u> Issued at the time of entry to Macao. 3) <u>Original copy of the valid proof of vaccination (e.g., vaccine booklet, vaccination certificate)</u> : for health examination. 4) <u>Medical insurance receipt and related materials</u> (for students who have purchased medical insurance by themselves only).
<u>APPLICABLE TO ALL STUDENTS:</u> Students can also bring along the proof of payment of tuition fee and the Acceptance Letter (original copy or printed version) as backup documents at the time of in-person registration.	