



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	Confirm Acceptance	Confirm before the deadline of payment	Refer to point 1 below
2	Confirm Personal and Contact Information	Confirm before the deadline of payment	Refer to point 2 below
3	Confirm to Accept the Offer of Admission	Confirm before the deadline of payment	Refer to point 3 below
4	Confirm to Accept Scholarships (for students who are offered scholarships only)	Confirm before the deadline of payment	Refer to point 4 below
5	Upload Personal Photo	After confirm the offer of admission	Refer to point 5 below
6	Upload proof of payment	Upload the proof of payment immediately after payment	Refer to point 6 below

1. Confirm Acceptance

- 1.1. [Login](#) to the Online Application System and click the page of "Admission Result".
- 1.2. Check the result and the important notices of the page.
- 1.3. And then, to confirm your acceptance, click the "Confirm Acceptance" button.
- 1.4. After confirmation, a reminder in red of "you have confirmed the acceptance!" will be shown. (Remark: cannot be modified after submission.)

※ After pressing the "Confirm Acceptance" button, the following webpages will appear ※

2. Confirm Personal and Contact Information

- 2.1. [Login](#) to the Online Application System and click the page of "Confirm Personal and Contact Info".
- 2.2. Read through the "Guidelines for Online Confirmation Procedures for Admission".
- 2.3. Verify each of your personal information according to your ID card/passport/Exit-Entry Permit as well as your contact information, and make sure it is correct.
- 2.4. If all information is correct, then click all the "Confirm" buttons one by one to submit.
- 2.5. If you need to update, please click the "Edit" button of the related field to amend directly and verify the updated information.

- 2.6. After all information has been confirmed, a message of “You have successfully verified your personal and contact information!” will be shown. (Remark: within the designated period, you can click the “Edit” button again to amend the information even though you have already confirmed. The University will refer to the latest information recorded in the system.)

3. Confirm to Accept the Offer of Admission

- 3.1. [Login](#) to the Online Application System and click the page of “Confirm to Accept the Offer of Admission”;
- 3.2. 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 Admission” button as confirmation of your acceptance of the offer of admission.
- 3.3. After confirmation, a message in red of “You have successfully confirmed to accept the offer of admission!” will be shown. (Remark: cannot be modified after submission.)

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

- 4.1. [Login](#) to the Online Application System and click the page of “Accept Scholarships”.
- 4.2. Click the “Download Confirmation Letter” button, print it out and read the clauses of scholarships carefully, and then sign on it.
- 4.3. Click the “view” button to select the signed confirmation letter for uploading.
- 4.4. At the same time, put “✓” in the bracket to declare that you have read, understood, and accepted all the terms and conditions of the page, then click the “Save and Submit” button to submit.
- 4.5. After submission, a message in red of “Submitted Successfully!” will be shown. (Remark: only can be modified for one time after submission. For re-uploading, please refer to point 4.3 and 4.4 above.)

5. Upload Personal Photo

- 5.1. [Login](#) to the Online Application System and click the page of “Upload Personal Photo”.
- 5.2. Read the upload instructions and purposes of uploading photo; choose an appropriate personal photo.
- 5.3. To upload personal photo, just click “Upload the Photo” button to select your photo from your computer, and then click “Upload” button after size adjustment.
- 5.4. After uploading, you can click the “Browse uploaded Photo” button to check the uploaded photo. (Remark: if you want to update, please read the related notices of the Upload Instruction of the page.)

6. Upload proof of tuition fee payment

- 6.1. [Login](#) to the Online Application System and click the page of “Proof of Tuition Payment”;
- 6.2. Read the “Upload Payment Proof Instructions” and “Notes”;
- 6.3. After clicking “Status/Upload Proof”, please click “Paid. Upload Proof”;
- 6.4. Select your file from your computer;
- 6.5. A message of “Proof of Payment have been uploaded!” will be shown if upload is successful.

For any enquiries, please contact related departments directly. Please provide your name and application number (2609APXX-BXXXX) in all the correspondences.

For Enquiring	Department	Contact No.	E-mail
Confirm Acceptance	Registry	(853) 8897-2228	reg.newstu@must.edu.mo
Confirm Personal and Contact Info			
Confirm to Accept the Offer of Admission			
Confirm to Accept Scholarship	Admission Office	(853) 8897-2221	admission@must.edu.mo
Upload Personal Photo	Information Technology Development Office	(853) 8897-2080	itsc@must.edu.mo
Upload Proof of Tuition Payment	Finance Office	(853) 8897-2298	fo_news@must.edu.mo