

Undergraduate Programs of Academic Year 2024/2025

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 10.0 or later version with screen resolution at 1920*1080.
- 1.4 Applicants must fill in the fields marked with *. And the fields not marked with * are subject to applicability.
- 1.5 The University reserves the right in amending and interpreting these Guidelines, please takes note of the latest announcements.

2. Registration for New Account

- 2.1 The newly registered applicant must create a new account on the Online Application System (<https://oas.must.edu.mo/admission/>) by clicking “Login > Create New Account” for login and information input.
- 2.2 Please select the “Applied Program”, “Identity Document” and “Ways of Admission”, and fill in the fields marked with*.
- 2.3 Read the “Declaration on the Collection of Personal Data” and check the bracket with “✓” to indicate that the applicant has read and understood the University’s declaration regarding the collection of personal information before clicking the “Submit” button.
- 2.4 After creating a new account, applicant will receive a SMS with the username (Format: B24XXXXX). Meanwhile, an e-mail “Notification of Account Information” which including the username and password will be sent to the applicant’s e-mail address.

3. User Name and Password

- 3.1 “User Name” and “Password” are required for every [login](#) of the 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 procedures of changing the password, please refer to Section [13](#).

4. Login and Logout

- 4.1 Applicant must [login](#) the OAS with “User Name” and “Password”.
- 4.2 Applicant needs to logout the OAS for every login by clicking the “Logout” button at the upper right corner of the webpage, or else the system will only allow the next login after 30 minutes. 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 address and mobile number

Applicant must ensure the e-mail address and mobile number registered in the OAS is valid as the University will send relevant admission information and notices through OAS, e-mail and SMS. For amendment, please refer to Section [6](#).

6. Change of Information

- 6.1 Applicants who are qualified for Direct Admission / Direct Admission (Mainland China Students who are currently enrolled in other tertiary institutions in Macao) / Direct Admission (Mainland China Students with International Academic Qualification): you cannot change your personal information or choices of program after the online application have been submitted.
- 6.2 Others Applicants: you can change your personal information or choices of program in the OAS within the application period. After the application period, all the data cannot be changed.

7. Submit the Online Application

- 7.1 Applicants must follow the Guidelines and fill in the fields marked with * after login to the OAS.
- 7.2 Applicants must read the information in the section "Important Notes and Declaration" carefully, check the bracket with "✓" and click "Submit Application".
- 7.3 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 appear on the upper left corner of the webpage every time applicants [login](#) the OAS.

8. Payment of Application Fee

- 8.1 Applicants must pay the application fee during the application period.
- 8.2 Applicants who successfully submit the application should login the OAS to reach the "Application Fee" page and click "Pay", the page will transfer to Online Payment system. Applicants must follow the step and fill in the fields in order to complete the payment process before the application deadline. Applicants could also download the Debit Note for Application Fee and pay the application fee with the Debit Note at a designated bank or at the Student Service Center (Finance Counter).
- 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 Finance Office, a reminder "You have completed the payment of application fee!" will be shown on the page of "Application Fee" on the OAS.
- 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 Applicants who pay the application fee at the Student Service Center (Finance Counter), or via Online Payment Gateway will NOT be required to upload the receipt 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 Finance Office.

10. Receive Application Number

- 10.1 For applicant who has completed the "Submit Online Application" and "Application Fee has been Confirmed by the Finance Office", the application number (Format: 2409APXX- BXXXX) will normally be assigned within two days. At that time, you will also be notified via e-mail/SMS.
- 10.2 This number is a unique number, which can be used for identification. Please remember your application number (or you can [login](#) to OAS and check it on the Personal Info page).

11. Printing of Application Information

- 11.1 Applicants can [login](#) the OAS>Download Application Form page to print the application form as record. There's no need to submit the application form to the University.
- 11.2 Applicants must check and make sure the application information provided is correct. All information will be subject to the latest records on the OAS.

12. Forgot the User Name and Password

Applicant can check his/her “Username” and “Password” from the e-mail “Notification of Account Information” sent by the University. If the e-mail has been deleted or the password has been changed, you can retrieve your account information by the following methods:

- ◆ For applicant who forgot his/her password: please click “Reset password via phone” or “Get a New Password via E-mail” in the [login page](#) and follow the instructions to get a new password.
- ◆ For applicant who forgot his/her username: click “Retrieve Username” in the [login page](#) and follow the instructions to retrieve your username.

13. Change of Password

Applicants can [login](#) the OAS and change the password by clicking “Change Password” button at the upper right corner of the webpage. Enter the “Old Password”, “New Password”, and “Re-enter the New Password” before clicking “Save and Continue”.

14. Unable to Receive E-mail

- 14.1 Applicant must check and make sure the e-mail address provided 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:

For any enquiries, please contact the related department directly as listed below (please remember to provide your name and application number for each enquiry).

Enquiry item	Department	E-mail	Telephone	Location of counter*
Application/Offer /Scholarship	Admission Office	admission@must.edu.mo	(853) 8897-2221	Room O204, Academic Building, Block O
Admission /Registration	Registry	reg.newstu@must.edu.mo	(853) 8897-2228	Room R102, Academic Complex, Block R, Student Service Center
Payment/Fees	Finance Office	fo_news@must.edu.mo	(853) 8897-2298	
System Malfunction/IT Support	Information Technology Development Office	itsc@must.edu.mo	(853) 8897-2080	

*Address: Avenida Wai Long, Taipa, Macao, China

Service hours: Mondays to Fridays 09:00 – 13:00, 14:30 – 18:20 (Closed on weekends and public holidays)