

常用表格及申請之常見問題 FAQs for Application Forms and Application

1. 新生如何更改網上報名系統內之個人資料？

- 入學方式為「直接入學」或「直接入學（澳門高校在讀生）」或「直接入學（持國際課程成績之內地生）」的申請人：完成網上報名之提交手續後*，申請人無法自行更改任何個人資料及志願。完成網上提交前則可自行[登入](#)網上報名系統（OAS）更改填寫/上載的資料。
- 其他入學途徑之申請人：報名截止後*，申請人無法自行更改任何個人資料及志願。報名期間則可自行[登入](#) OAS 更改填寫/上載的資料。

*上述指定期限後申請人無法自行更改網上報名系統內的個人資料。如要更改，請填妥『[更改個人資料申請表-新生](#)』，連同身份證明文件正副本及更改個人資料之證明文件（如：更改地址需提供地址證明）向教務處提出申請。

注意：上述指定期限後，所填報之課程及志願不接受更改。

If I want to amend my personal particulars in the OAS, what should I do?

- Applicants who are qualified for Direct Admission / qualified for Direct Admission (Students who are currently enrolled in a bachelor's degree program in other tertiary institutions in Macao) / qualified for Direct Admission (Mainland China Students with International Academic Qualification): you are not allowed to change the personal data or choices after the online application have been submitted*. You can [login](#) the OAS to change the personal data as well as the files uploaded before submitting the application.
- Others Applicants: you are not allowed to change the personal data or choices after the application period*. You can [login](#) the OAS to change the personal data as well as the files uploaded before the application deadline.

* Applicants who want to amend personal particulars after the deadline, please fill in the form of "[Application for Personal Data Amendment – Applicants](#)" and submit it to the Academic Registry together with the original and copies of your personal identification documents and supporting documents for the personal data amendment (such as documentary proof is required for verification if student is changing the address) for the amendment.

You are not allowed to change your choices of programs after the deadline.

2. 新生如何申請入學試補考？

請於考試後一週內填妥『[補考入學考試申請表](#)』¹，連同身份證明文件正副本、相關證明文件（如醫療證明或其他證明信等）及申請費用向教務處提出申請。逾期恕不接受申請。

What should I do to apply for the make-up Admission Examination?

Please fill in the form of "[Application for Make-up Admission Examination](#)"¹ and submit it to the Academic Registry together with the original and copies of your personal identification documents, other related documents (like medical certificates or other documentary proofs) and the application fee. Please note that this application must be made no later than 1 week after the date of examination of that particular subject. No application will be accepted after

that.

3. 新生如何申請豁免入學試？

申請人除透過網上提交入學申請外，另須於報名截止日期前，填妥『[豁免入學考試申請表](#)』¹，連同身份證明文件正副本及相關學歷證明文件正副本（如：申請豁免中文之申請人，可出示高中最後三年的成績單，證明該三年內沒有修讀過「中國語文」課程）向教務處提出申請。

What should I do if I want to apply for exemption from admission examination?

In addition to submitting the online application, applicant must fill in the form of “[Application for Admission Examination Exemption](#)”¹, and submit it to the Academic Registry within the application period together with the original and copies of personal identification documents and related documentary proofs for academic qualifications (e.g. If you want to apply for exemption from Chinese exam, you can provide us with the transcripts for the final three years of high school, proving that you didn’t take any courses related to Chinese language during this period).

4. 新生如何申請延期入學？

請於大學指定首天報到的日期²前填妥『[延期入學申請表](#)』¹，連同高中畢業證書正副本、身份證明文件正副本、書面申請信、教青局之確認錄取證明書正本(內地學生適用)，以及留位費向教務處提出申請。已繳交學費之學生則須連同學費之繳費憑證正副本一併遞交；如屬健康原因申請延期入學，有關醫療證明必須與申請表格一併遞交。詳情請查閱隨錄取通知書發出的「新生手冊」。

If I want to defer my admission to MUST, what should I do?

Please fill in the form of “[Application for Deferring Admission](#)”¹ and submit it to the Academic Registry before the first day of in-person registration² together with the following:

- a. Original and copies of your personal identification documents
- b. Original and copy of your high school graduation certificate
- d. Petition letter: written explanation with signature
- e. The retention fee
- f. Letter of Certificate for Acceptance issued by the Education and Youth Development Bureau of the Macao SAR Government (applicable for mainland student)
- g. Medical certificate, if deferring admission is due to health reasons.

Please refer to the “New Student Handbook” sent out with the Acceptance Letter.

5. 已繳學費的新生未能如期高中畢業，可否申請退回已繳的學費？

請於大學指定首天報到的日期²前兩星期填妥『取消入學申請表』（請聯絡教務處索取），向本大學提出申請，逾期恕不受理。學生須連同身份證明文件正副本、學費之繳費憑證正副本及相關證明（例如由所就讀中學發出的修業證書、修業證明信或未能高中畢業的證明文件）向教務處提出申請。

If I cannot graduate from high school but have already paid the tuition fees, can I apply for refund of the tuition fees?

Please fill in the form of “Application for Cancel Admission” (please contact the Academic Registry for the application form) and submit it to the Academic Registry two weeks before the first day of in-person registration² with the following:

- a. Original and copies of your personal identification documents
- b. Proof of payment of tuition fee
- c. Other relevant certificates (for example, Certificate for Coursework Completion, Certification Letter for Coursework Completion or Letter from your high school stating you are not able to graduate)

Late application will not be considered.

6. 新生如何申請延遲報到？

學生必須繳妥學費並於大學指定首天報到的日期²前填妥『[延遲報到申請表](#)』¹，連同身份證明文件正副本及未能如期報到的證明文件（如醫療證明或其他證明文件等）向教務處提出申請。逾期申請者須繳付行政手續費。延遲報到申請之最後期限為開學後五個工作天內。

What should I do if I want to apply for late in-person registration?

With tuition fees paid, you can apply for late in-person registration before the first day of in-person registration². Please fill in the form of “[Application for Late In-person Registration](#)”¹ and submit it to the Academic Registry together with the following:

- a. Original and copies of your personal identification documents
- b. Supporting documents for being unable to register on the designated date (such as medical certificates or other documentary proofs)

Free of charge before the first day of in-person registration; an administration fee will be charged after registration period. Deadline for applying for late in-person registration is 5 working days after commencement of classes.

備註：

1. 上述申請所涉及的詳細手續及費用，請參閱申請表格所載的說明。
2. 以每學年隨錄取通知書發出的「新生手冊」上公佈的日期為準。

Remarks:

1. Please refer to the notes written on the application forms for the relevant procedures and charges involved.
2. This date is specified on the “New Student Handbook” sent together with the Acceptance Letter.

查詢：

如有任何疑問，請聯絡有關部門。網上報名系統已開設帳戶者，查詢時請提供申請人姓名及網上報名系統之使用者名稱（B22XXXXX） / 申請編號（格式為 2209APXX-XXXXX），以便跟進。

Enquiries:

For any enquiries, please contact related departments. **For applicants who have created an account in the Online Application System (OAS), please provide your name and the username (B22□□□□□) or application number (2209AP□□-B□□□□) of OAS in all the correspondences.**