

1. 新生如何更改個人資料？

報名期間，學生可自行登入網上報名系統(OAS)更改。報名截止後，請填妥『更改個人資料申請表-新生』¹，連同身份證明文件正副本及更改內容相關證明文件(如水、電、電話費單等)一併交至教務處提出申請。

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

Within the application period, you can amend your personal particulars in the Online Application System. After the application deadline, please fill in the form of "Application for Personal Data Amendment – Applicants"¹, and submit it to the Academic Registry together with the original and copies of your personal identification documents and other related documents for the amendment (such as water bills, electricity bills, telephone bills, etc.).

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)及申請費用一併交至教務處提出申請。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：申請豁免語文入學試的申請人，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)一併交至教務處提出申請。

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？

請於註冊期前²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、OAS 列印的報名表(已由學生本人簽署)、書面申請信，以及留位費交至教務處提出申請。已繳交學費之學生須連已繳交學費之單據/學費匯款回條正副本一併遞交；非本地生須同時遞交銀行戶口資料表及指定銀行存摺/銀行卡副本；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。延期入學申請如獲批准，大學會計處將於已繳學費內扣除留位費及額外行政費，餘額將於有關行政手續辦妥後退還給學生。逾期繳費者需先繳付罰款或向大學申請保留學額。於學生下一學年入讀時，其已繳付之留位費可抵銷該部份的學費。

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 registration period² together with the following:

- a. Original and copies of your personal identification documents
- b. Original and copy of your high school graduation certificate
- c. Original copy of the application form printed from OAS with student's signature
- d. Petition letter
- e. The retention fee
- f. Medical certificate, if deferring admission is due to health reasons.

For students who have paid the tuition fees, please submit the copy of the Tuition Fee Debit Note as well. Aside from the documents stated above, non-local students have to complete the form of “Bank Account Information Sheet” and submit it together with the copy of the Bank Passbook or the Debit Card from appointed banks. If the tuition fees have been paid at the time of application, the remaining balance will be refunded to the students after the retention fee and the administrative charges are deducted. If the tuition fees are overdue, then students will have to pay the penalty charges or apply for “Retention of Student Status” before applying for deferring admission. The retention fee will be applied to partially pay up the tuition fee when the student is re-admitted.

5. 本地新生如何申請轉讀持續教育學院夜間課程？

學生必須繳妥學費並於註冊期²前填妥『校本部課程轉至持續教育學院課程申請表』及聲明書¹，連同身份證明文件正副本、錄取通知書副本、已繳交學費之單據正副本、工作證明、OAS 列印的報名表(已由學生本人簽署)及轉讀持續教育學院行政費一併交至教務處提出申請。

I am a prospective student from Macau . What should I do if I wish to switch from program at Main Campus to the Evening Program at School of Continuing Studies ?

Given that the tuition fees are paid, you have to hand in your application before the registration period². Please fill in the form of “Application for Change of Program

from Main Campus to School of Continuing Studies and Declaration”¹ and submit it to the Academic Registry together with the following:

- a. Original and copies of your personal identification documents
- b. Copy of your Acceptance Letter
- c. Copy of the Tuition Fee Debit Note
- d. Relevant Daytime Working Certificate
- e. Original copy of the application form printed from OAS with student’s signature
- f. The administration fee for change of program from MUST campus to SCS

6. 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？

請於註冊期²前兩星期填妥『退款申請書』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、學費付款通知書副本及相關證明(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)一併交至教務處提出申請。

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 Refund” and submit it to the Academic Registry two weeks before the registration period² with the following:

- a. Original and copies of your personal identification documents
- b. Copy of the Tuition Fee Debit Note
- 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.

7. 新生如何申請延遲註冊？

學生必須繳妥學費並於註冊期²前填妥『延遲註冊申請表』¹，連同身份證明文件正副本、高中畢業證書正副本、已繳交學費之單據/學費匯款回條正副本及未能如期註冊的證明文件(如醫療證明或其他證明文件等)一併交至教務處提出申請。逾期申請者須繳付行政手續費。延遲註冊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 registration?

With tuition fees paid, you can apply for late registration before the registration period². Please fill in the form of “Application for Late Registration”¹ and submit it to the Academic Registry together with the following:

- a. Original and copies of your personal identification documents
- b. Original and copy of your high school graduation certificate
- c. Copy of the Tuition Fee Debit Note or the remittance slip for the tuition fees
- d. Supporting documents for being unable to register on the designated date (such as medical certificates or other documentary proofs)

For applications made after the registration day, students will have to pay an extra administrative charge. The deadline for such application is 5 working days after class commencement at that academic year.

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.