Undergraduate Programs of Academic Year 2021/2022
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 For any enquiry on application, please contact Academic Registry at (853)8897-2228 or ar.newstu@must.edu.mo.

1.6 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 The applicant will get a "User Name" (Format: B21□□□□□) and a "Password" immediately after succeeding in opening a new account; the University will also send an e-mail to notify the successful applicant of the account information.

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

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

6. Change of Information

For applicants who need to amend his/her personal information:

- For applicants applied through Direct Admission / Direct Admission (Students who are currently enrolled in a bachelor's degree program in other tertiary institutions in Macao): you are not allowed to change the personal data or choices after the online application have been submitted.
- 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.

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 and Download of Debit Note

8.1 Applicants must pay the application fee during the application period.

8.2 Applicants who successfully submit the application should login the OAS and download the Debit Note for Application Fee. Applicants could pay the application fee with the Debit Note at a designated bank or at the Accounts Office Service Counter in the University campus. Applicants could also pay the application fee through the Union Pay Online Payment (for Union Pay card with online transaction capacities issued in the mainland by the banks from mainland China only) or Jetco Payment Gateway (credit card) before the application deadline.

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 Accounts Office, a reminder "You have completed the payment of application fee!" will be shown on the page of "Download Debit Note/Upload Information on Payment 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 The applicants who pay at the Accounts Office Service Counter, Counter of Banco Nacional Ultramarino(BNU), via UnionPay Online Payment/ Jetco Online Payment (Credit card) are not required to upload the proof of payment of application fee 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 Accounts Office.

10. Confirmation of Successful Application

10.1 If the applicant receives the "Application No.", it means his/her application has become effective.

10.2 Applicants must submit the application on the page of"Important Notes and Declaration"on the OAS and pay the application fee. The "Application No." (2109AP□□-B□□□□) will be given to applicants within two weeks after the application fees have been verified by the Accounts Office. The "Application No." can be checked through the following ways:

- For Mainland applicants: Application number can be checked via the OAS>Personal Info page. No e-mail notice will be sent by the University.
- For other applicants: Application number can be checked via the OAS>Personal Info page and the e-mail of Online Application Confirmation sent by the University.

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 "User Name" and "Password" from the "Notification of Account Information" sent by the University. If the notification of account information has been deleted or the password has been changed, the applicant can click "Forgot Password" and enter "User Name", "ID Card Number" and "E-Mail Address", a new password will be sent to the applicant by e-mail; or by clicking "Forgot User Name" and key in "ID Card Number", "E-Mail Address" and "Password", the User Name will then be sent to the applicant by e-mail.

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:

Department	For Enquiring	Telephone No.	E-mail
Academic Registry	Admission	(853) 8897-2228	ar.newstu@must.edu.mo
ITD Office	System Malfunction	(853) 8897-2080	itsc@must.edu.mo
Accounts Office	Fees and Payments	(853) 8897-2298	accountsnew@must.edu.mo