



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

Guidelines for using the Online Application System

For admission to Master and Doctoral Degree Programs in Academic Year 2018/2019

TABLE OF CONTENT

1. NOTES	2
2. REGISTRATION FOR NEW ACCOUNT	2
3. USERNAME AND PASSWORD	3
4. LOGIN AND LOGOUT	4
5. E-MAIL	4
6. FILL IN THE ONLINE APPLICATION INFORMATION	4
7. CHANGE OF INFORMATION	4
8. CONFIRMATION OF SUCCESSFUL APPLICATION	5
9. UNABLE TO VIEW PDF FILES	5
10. ENQUIRY	5



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

1. Notes

- 1.1 The 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. English alphabets, numbers and punctuation marks must be input by single-byte characters.
- 1.2 For better viewing effect, please browse the OAS with Internet Explorer 5.0 or later version with screen resolution at 1024 x 768.
- 1.3 Please note that there is NO any agency of the University. Applicants should submit applications via this system directly.
- 1.4 The University reserves the right in amending and interpreting these Guidelines, please takes note of latest announcements.

2. Registration for New Account

- 2.1 First, go to the index page of the Online Application System (OAS): <https://oas.must.edu.mo/admission/index.htm>, then click the “Master Degree Programs” or “Doctoral Degree Programs”.

2018/2019 學年澳門科技大學校本部學位課程網上報名系統
Online Application for MUST Degree Programs (on Campus) for Academic Year 2018/2019

登入 Login

請選擇報讀之學位 Please select the degree program from below:

- ▶ 學士學位課程(本澳/港台/國際生)
Undergraduate Programs (applicable to students from Macau, Hong Kong, Taiwan and International)
- ▶ 學士學位課程(內地應屆高考生)
Undergraduate Programs (applicable to Mainland students who take the National College Examination this year)
- ▶ 碩士學位課程(繁體版/簡體版)
Master Degree Programs
- ▶ 博士學位課程(繁體版/簡體版)
Doctoral Degree Programs

- 2.2 Carefully read the contents in the index page. New applicant must create a new account by clicking “New user” button for account registration.

Online Application System for applying Master Degree Programs at Macau University of Science and Technology (Academic Year 2018/2019)

Before submitting an application, please read the following application information carefully to make sure you understand all the application procedures and requirements:

[Prospectus / Tuition Fee / Important Dates / Admission Examination](#)

Easy to submit an application Step-by-Step

Step 1
Submit an Online Application
Guide to using the OAS

Step 2
Upload Application Documents
Required Application Documents for applying Master Programs

Step 3
Settlement Application Fee
Payment Method of Application Fee

New User Login



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

- 2.3 Enter the “Account Registration” page, fill in all required information (**please fill in the ID Card/Passport No. with all numbers, English alphabets and punctuation marks such as dot, slash or brackets etc.**). Read the “*Declaration on the Collection of Personal Data*”, check the bracket with “✓” to indicate that you acknowledges and understands the University’s declaration regarding the collection of personal data. Then click the “Save and Submit” button to submit.
- 2.4 Please double check and confirm the registration information again. If information needs to be changed, please click the “Change Information” button and revise. If all information is correct, click the “Confirm and Submit” button to submit your account registration.
- 2.5 The applicant who has successfully created an online account will receive a “Username” (Format: M18□□□□□ for Master applicants and D18□□□□□ for Doctoral applicants) and a “Password”. Please remember this Username and Password for login purpose.
- 2.6 The University will also send an e-mail to notify the applicant about the “Notification of Account Information”. Please make sure you can receive our email. If not, please refer to section 5.

3. Username and Password

- 3.1 “Username” and “Password” are required for logging into the OAS for authentication purpose.
- 3.2 For security purposes, **the applicant should change the password regularly; it is suggested for applicant to change the password after the first login.**
- 3.3 If applicant needs to change his/her password, please login to the OAS and click “Change Password” button at the right upper corner on the OAS pages. Enter the “Old Password”, “New Password”, then “Re-enter the New Password” before clicking “Save and Continue” button; a message “Password has been changed successfully!” will be shown on the screen.
- 3.4 If the applicant forgot the Username or Password, he/she can retrieve his/her “Username” and “Password” from the “Notification of Account Information” email sent by the University. If the notification of account information email has been deleted or the password has been changed, the applicant can click “Forget Password” or “Forget Username” to apply for a new password or retrieve the Username.

- 3.5 **Forget Password:** The applicant is required to enter the “Username”, “ID Card No.” and “E-mail Address”, a new random password will then be sent to the applicant by e-mail.
- 3.6 **Forget Username:** The applicant is required to enter the “ID Card No.”, “E-mail Address” and “Password”, the Username will then be sent to the applicant by e-mail.



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

4. Login and Logout

- 4.1 Applicants must login to the OAS with personal “Username” and “Password”.
- 4.2 Applicant needs to logout for every login, or else the system will only allow the next login after 30 minutes. Please click the “Logout” button at the upper right corner on the pages in order to logout the system.
- 4.3 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

- 5.1 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. If the applicant is using another e-mail account or the original is no longer valid, please login OAS and update before the deadline of application. Applicant will receive an e-mail confirmation afterwards.
- 5.2 If applicant is using free e-mail services such as “Hotmail”, “Gmail” or “Yahoo Mail” etc., e-mails 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 e-mails from the University, please take initiative to check those folders.
- 5.3 If applicant’s e-mail box has exceeded its capacity, he/she may not be able to receive any e-mail from MUST. Under this circumstance, the applicant should delete some of the e-mails to free up space for receiving new e-mail(s).
- 5.4 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.

6. Fill in the online application information

- 6.1 Applicants must fill in all sections marked with “*” after logging into the OAS.
- 6.2 The Online Application System includes the following pages: “Application Status”, “Program Choice”, “Personal Information”, “Education”, “Work Experience”, “Research Proposal”, “Additional Information”, “References” and “Declaration”.
- 6.3 After submitting the online application, the applicant will receive an e-mail from the University as confirmation. Please check the email sent by the University about the “Successful Submission of Online Application”.
- 6.4 After submitting the online application, three new pages will be shown, respectively the “Upload Application Documents”, “Download Debit Note/ Upload Information on Payment of Application Fee” and “Download Application Form” page.

7. Change of Information

- 7.1 If applicants need to amend their personal information, they can login to the OAS and make changes before the deadline of application.
- 7.2 Applicants can change their chosen program and major within the application period. But no amendment is accepted after the submission of application and settlement of application fee. If applicant has any problem about this, please contact the School of Graduate Studies.
- 7.3 If applicant wants to amend his/her personal information after the deadline of application, he/she must submit the application to the School of Graduate Studies with the completed form of



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

“[Application for Personal Data Amendment \(For Postgraduate Programs Applicants\)](#)” and I.D./passport copy (attach supporting documents if applicable), but no changes in the chosen program and major are allowed.

8. Confirmation of Successful Application

- 8.1 All admission applications will be effective only after the submission of online application, required application documents and the settlement of the application fee.
- 8.2 After the completion of relevant procedures, applicants can login to the OAS and check their application status on the “Application Status” page. The University will inform the applicant of the “Confirmation of successful application” through e-mail with application number (Format: 1809AP□□-□□□□□□).

9. 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.

10. Enquiry

Department	For Enquiring	Telephone No.	E-mail
School of Graduate Studies	Application for Admission	(853) 8897-2262	sgsad@must.edu.mo
Information Technology Office	System Malfunction	(853) 8897-2080	itsc@must.edu.mo
Accounts Office	Fees and Payments	(853) 8897-2298	accounts@must.edu.mo