

---

1.

500

1,500

Applicants must submit the application to Registry before the first day of in-person registration. The administrative procedure will become effective only after the applicants submit all the required documents and pay the retention fee or tuition fee. In addition, MOP\$500(Applicable to Macao Residents)/HKD\$1,500(Applicable to Non-Macao Residents) will be charged as administrative fee if the tuition fee had been paid at the time of application.

2.

The Retention Fee will be applied to partially pay up the tuition fee when the student is re-admitted.

3.

OAS

The result of application will be sent via e-mail registered by the applicant in OAS.

4.

If application for deferring admission is accepted, the scholarships awarded will not be retained or transferred.

5.

Applicants may be required to submit other supporting documents/materials during the process.

6.

Applicants can apply to defer admission only once. Late application or application without the required supporting documents will not be accepted.

7.

A)

- 
- 
- 

Note: In order to complete the application process, student should submit the original copy of application form in person to Registry Counter after settling the fees with the Finance Counter.

B)

**REGISTRY COUNTER**

- 
- 

COES Application recorded in COES

C)

**REGISTRY**

Student type \_\_\_\_\_

Scholarship

D)

**REGISTRY**

- Approved
- G Not approved (Go to part G)

Comments \_\_\_\_\_

E)

**OFFICE**

- Cleared

Comments \_\_\_\_\_

F)

**REGISTRY**

Effective Date \_\_\_\_\_ (YYYY/MM/DD)

G)

**ITD OFFICE**

- DT DT Deleted (if applicable)

H)

**REGISTRY**

- Application result recorded
- Student notified about the result
- cc to related departments

