



澳門大學  
UNIVERSIDADE DE MACAU

## 入住研究生宿舍程序 Postgraduate House (PGH) Check-in Procedure

1. 學生須帶備下列文件： / Required documents:
  - ▶ 填寫入住宿舍登記表 / A completed PGH Check-in Form
  - ▶ 1 張 1.5 吋彩色相片 / One 1.5 inches passport photo
  - ▶ 大學錄取通知書複印本 (如適用) / Photocopy of UM Offer Letter (if applicable)
2. 學生將獲發房間匙咭，並需在宿舍設備檢查表及照片上確認宿舍設備是否整備。  
Students will get room keycards and are also required to sign on the PGH Equipment Checklist and photos to confirm the condition of the rooms.
3. 學生須在規定期間內繳交住宿費用及保證金 (如適用)，電子繳費單可於學生資訊網頁下載。  
Students have to pay residence fees and caution fees (if applicable) within stipulated the payment period. Students may download the debit note from the Student Information Web website.
4. 繳交住宿費用及保證金 (如適用)，入住登記手續完成。  
After paying the residence fees and caution fees (if applicable), PGH check-in procedure is completed.

### 注意/Note：

學生在入住宿舍後，須辦理宿舍入住登記手續及儘快繳交住宿費用及保證金(如適用)，延期繳付將遭受罰款。

Students must complete the PGH check-in procedure, pay residence fees and caution fees (if applicable) after checking in PGH. A Penalty of 3% will be imposed on any overdue payment.

詳情可發電郵至 [sao.pgh@um.edu.mo](mailto:sao.pgh@um.edu.mo) 查詢。

For details, please email to [sao.pgh@um.edu.mo](mailto:sao.pgh@um.edu.mo).