



澳門大學  
UNIVERSITY OF MACAU  
博彩研究所  
INSTITUTE FOR THE STUDY OF COMMERCIAL GAMING (ISCG)

## ADVANCED DIPLOMA IN GAMING MANAGEMENT

### APPLICANT'S GUIDE

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#### A. APPLICATION FORM GUIDELINES

1. A1. Please enter your name in full (with surname first and in capital letters). The name used must be the same as that shown on your passport or I.D. Card.
2. A5. Please enter the number of your passport or I.D. Card and attach a photocopy.
3. B1. Enter your present occupation. For example:  
If you are a dealer, enter “GAM” and “DEA” in the box next to the Industry Code and Position Code respectively.
4. PAYMENT SLIP : For applicants applying by paper form only. Online application is not required.

#### B. DOCUMENTS REQUIRED

- 4.1 Application Form (FORM/008)
- 4.2 1 recent color photo
- 4.3 1 copy of I.D. Card
- 4.4 Certified copy of the highest attained certificate
- 4.5 Declaration Form (FORM/011)

#### C. APPLICATION FEE

The application fee is MOP100. Application fee must be paid at the time when a student submits an application form. Application fee is not refundable unless the course is cancelled by ISCG. Qualified applicants not admitted the first time are not required to pay application fee when the same diploma is re-applied in the future.



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### APPLICATION METHOD

Submission of Application	Payment Method (1MOP=1HKD)	
	Application Fee	Tuition Fee
<p><b>Hand in Application:</b></p> <ul style="list-style-type: none"> <li>● Date: 31/07/2023 to 11/08/2023</li> <li>● Time: Monday to Friday, 9:30 a.m. - 12:30 p.m. &amp; 2:30 p.m. to 5:00 p.m.</li> <li>● Submit the application form and the (*) <u>required documents</u> to: Room 2035/2042, 2<sup>nd</sup> Floor, Faculty of Business Administration E22, Avenida da Universidade, Taipa, Macau, China, University of Macau</li> </ul>	Cash	<ul style="list-style-type: none"> <li>● Local bank cheque</li> <li>● Local bank draft</li> <li>● On line payment by VISA or MASTER Card</li> </ul>
<p><b>On Line Application:</b></p> <ul style="list-style-type: none"> <li>● Period: 31/07/2023 at 9:30 a.m. to 11/08/2023 at 5:00 p.m. (24 hours)</li> <li>● Please go to this link <a href="https://isw.um.edu.mo/ceigaming/faces/app/personalInfo.jspx?action=new">https://isw.um.edu.mo/ceigaming/faces/app/personalInfo.jspx?action=new</a></li> </ul> <p>Note: Please upload all the (*) <u>required documents</u> to the web. <i>Application may not be considered if required documents are not submitted by deadline.</i></p>	On Line Payment by VISA or MASTER Card	

- D. The information provided is for admission purposes only and it will be kept in strict confidential.
- E. Our Institute reserves the right to make any alterations to a course/programme that is considered to be necessary without prior consultation.
- F. Our Institute reserves the right to cancel a course/programme if there is insufficient number of enrolment.
- G. All fees paid are not refundable except as statutorily provided or under very exceptional circumstances.
- H. Request for fee refund will have to be submitted to the Institute in writing. For details, please visit the website: <https://www.um.edu.mo/iscg/adapplication.html>
- I. The receipt is not a guarantee that your application has been accepted. We will inform you of the selection result as soon as possible after the closing date for application.



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- J. For leave application, students have to submit a written application with appropriate supporting document such as medical certification or a company letter, the latest within 5 days after the leave.
- K. Certificate will be issued to those students who have attended 80% of the entire programme and got a passing grade in the examination of each course.
- L. Visit our website <https://www.um.edu.mo/iscg/adapplication.html> for the following items:
- Table of Fees and Charges
  - Regulations of Payment, Withdrawal, and Refund of Tuition Fee
  - General Regulations
  - Guidelines for Cancellation of Classes or Examinations During Typhoon and Rainstorm
  - Class Schedules