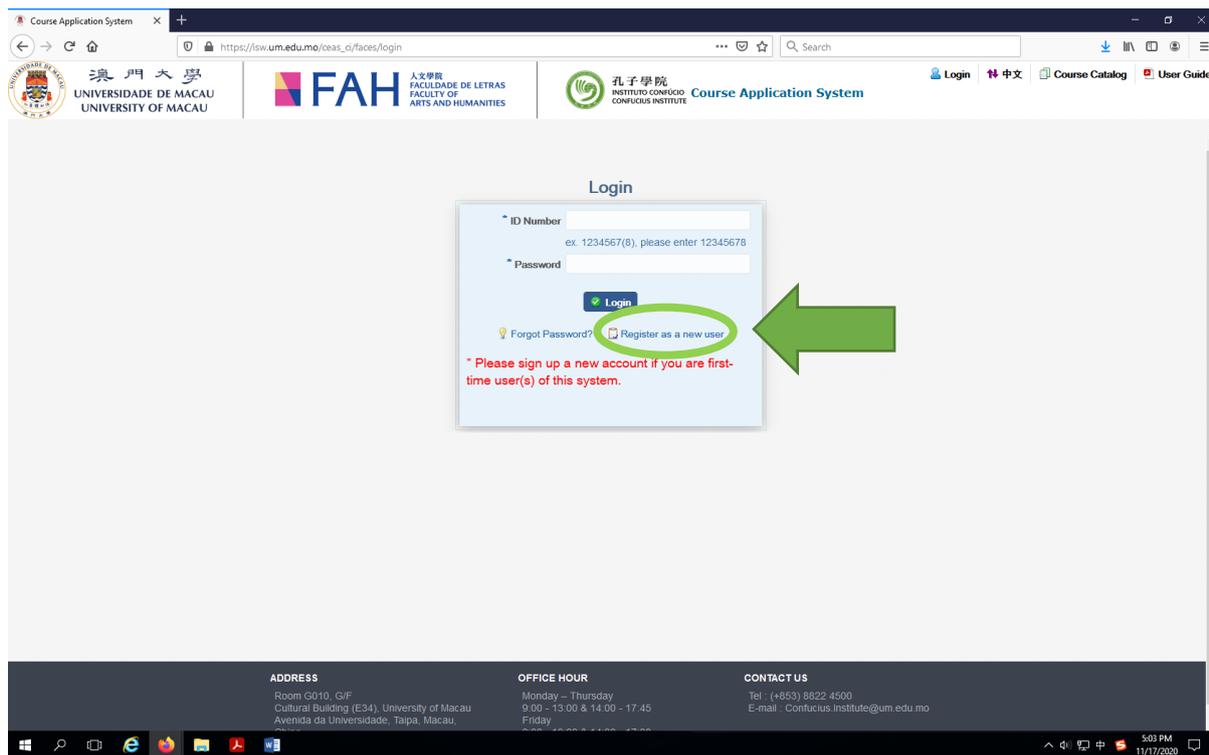


A Step-by-Step Guide – To Register a New Account

1. Open a web browser (preferably Google Chrome or Firefox) on your computer or other electronic devices, and enter the below URL on the location bar of the browser: https://isw.um.edu.mo/ceas_ci/faces/login
2. Click “Register as a new user” to create a new account.



Course Application System

https://isw.um.edu.mo/ceas_ci/faces/login

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

FAH 人文學院
FACULDADE DE LETRAS
FACULTY OF
ARTS AND HUMANITIES

孔子學院
INSTITUTO CONFÚCIO
CONFUCIUS INSTITUTE

Course Application System

Login 中文 Course Catalog User Guide

Login

ID Number
ex. 1234567(8), please enter 12345678

Password

Login

Forgot Password? Register as a new user

* Please sign up a new account if you are first-time user(s) of this system.

ADDRESS
Room G010, G/F
Cultural Building (E34), University of Macau
Avenida da Universidade, Taipa, Macau.

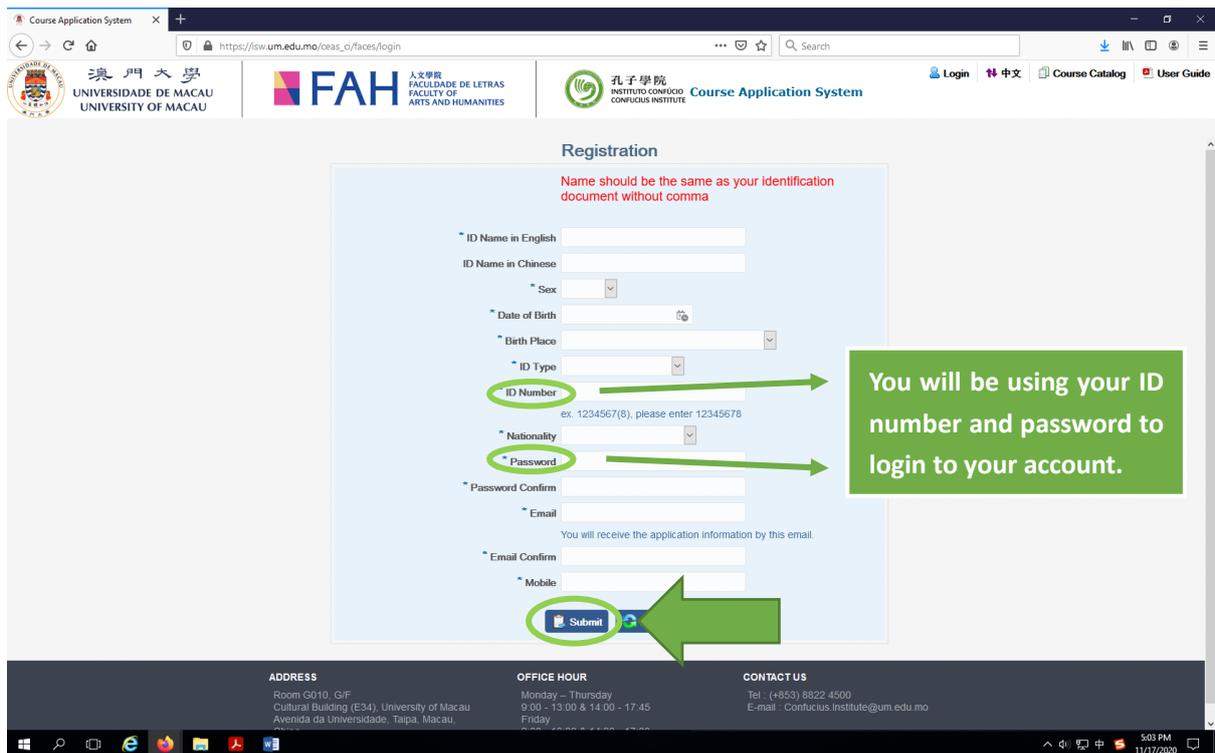
OFFICE HOUR
Monday – Thursday
9:00 – 13:00 & 14:00 – 17:45
Friday

CONTACT US
Tel : (+853) 8822 4500
E-mail : Confucius.Institute@um.edu.mo

5:03 PM
11/17/2020

3. You are required to fill-out all the mandatory fields (those with an asterisk*) on the registration form. After filling in the form, click “Submit” to submit the registration form or click “Reset” to clear out all fields.

Please DO NOT include a comma or bracket when you enter ID number, and make sure you enter a valid email address to receive emails to activate your account.



Registration

Name should be the same as your identification document without comma

* ID Name in English

ID Name in Chinese

* Sex

* Date of Birth

* Birth Place

* ID Type

* ID Number
ex. 1234567(8), please enter 12345678

* Nationality

* Password

* Password Confirm

* Email
You will receive the application information by this email.

* Email Confirm

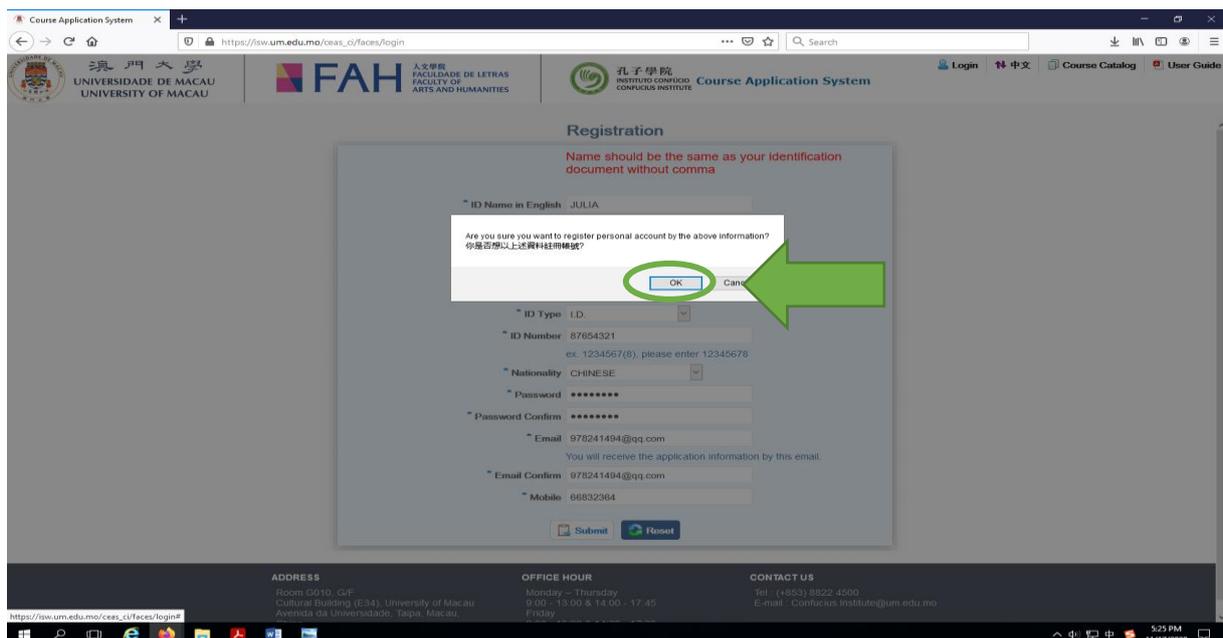
* Mobile

Address: Room G010, G/F, Cultural Building (E34), University of Macau, Avenida da Universidade, Taipa, Macau.

Office Hour: Monday – Thursday 9:00 – 13:00 & 14:00 – 17:45, Friday

Contact Us: Tel: (+853) 8822 4500, E-mail: Confucius.Institute@um.edu.mo

4. Click “OK” to proceed if you confirm that the information you entered are correct or click “Cancel” if you would like to edit your information.



Registration

Name should be the same as your identification document without comma

* ID Name in English: JULIA

Are you sure you want to register personal account by the above information?
你是否想以上述資料註冊帳號?

* ID Type: I.D.

* ID Number: 87854321
ex. 1234567(8), please enter 12345678

* Nationality: CHINESE

* Password: *****

* Password Confirm: *****

* Email: 978241494@qq.com
You will receive the application information by this email.

* Email Confirm: 978241494@qq.com

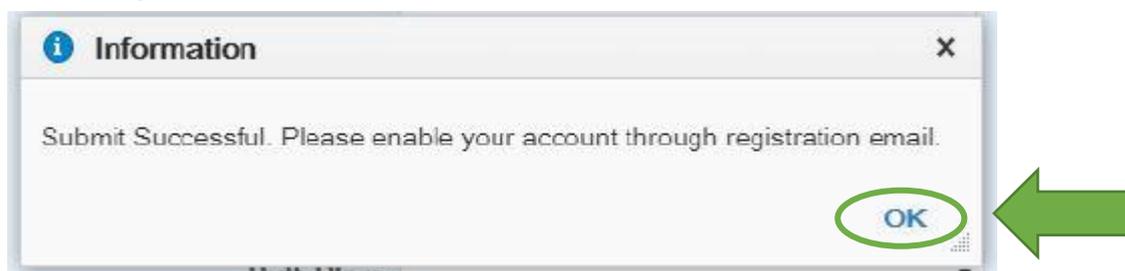
* Mobile: 68832364

Address: Room G010, G/F, Cultural Building (E34), University of Macau, Avenida da Universidade, Taipa, Macau.

Office Hour: Monday – Thursday 9:00 – 13:00 & 14:00 – 17:45, Friday

Contact Us: Tel: (+853) 8822 4500, E-mail: Confucius.Institute@um.edu.mo

5. The following window will pop out upon successful submission, and click “OK” to proceed.



6. The following email will be sent to the email address you entered on the registration form. To activate the account, click onto the URL in the email.

Please note that some mailbox may take longer to receive this account activation email, and make sure you check your “Junk Mailbox” if you cannot receive the email 15-30 minutes after you submit the application.

Your Account for UM Continue Education Application System is created 你的澳門大學持續進修申請系統帳號已建立

將消息翻譯為 简体中文 | 始終不翻譯 繁體中文



UM Confucius Institute <confucius.institute@um.edu.mo>

周三 2020/11/18 16:37

收件人 [redacted]

Dear 親愛的 [redacted]

Please be notified that your account for UM Continue Education Application System is created. Please enable the account through

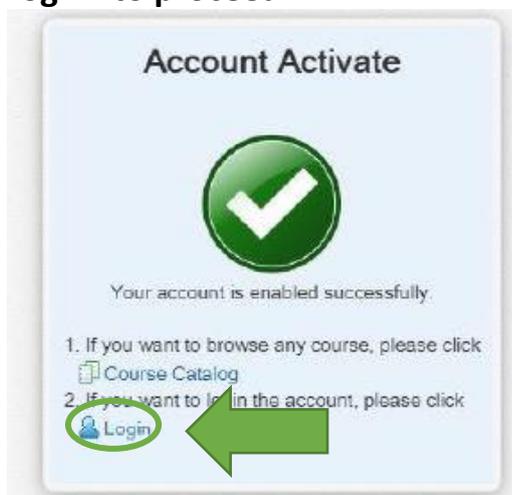
https://isw.um.edu.mo/ceas_ci/faces/activate?token=daf52ca4fa99681a5a7b67319e44d802.
你的澳門大學孔子學院課程申請系統帳號已建立, 請進入連結以激活你的帳號https://isw.um.edu.mo/ceas_ci/faces/activate?token=daf52ca4fa99681a5a7b67319e44d802.

After enabling the account, please login the system (https://isw.um.edu.mo/ceas_ci) by using your ID No and Password. 激活帳號後, 請用以下身份證編號和密碼登入系統(https://isw.um.edu.mo/ceas_ci).

For enquiry regarding your application, please feel free to contact our Institute at tel: (853)8822 4500 or via E-mail: Confucius.Institute@um.edu.mo.
如有疑問, 敬請聯絡本學院: 電話 (853) 8822 4500, 電郵 Confucius.Institute@um.edu.mo

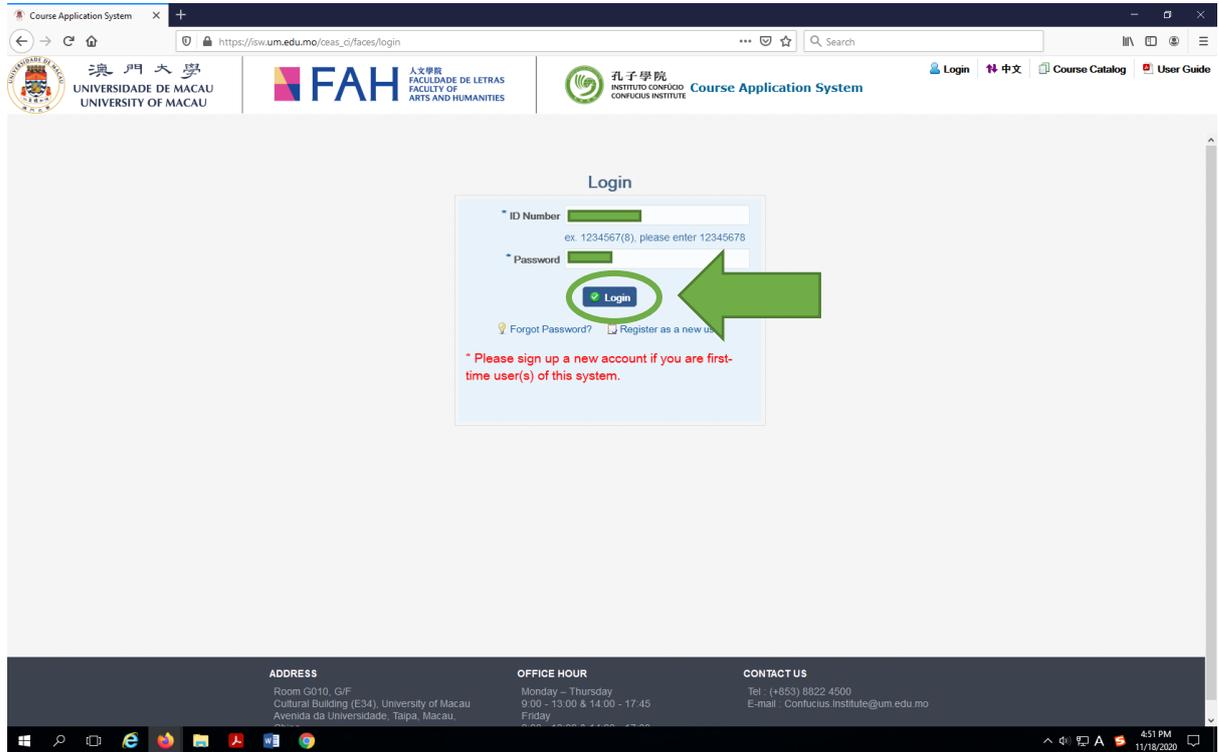
Confucius Institute
University of Macau
澳門大學孔子學院

7. The following window will pop out once you successfully activate the account. Then click “Login” to proceed.

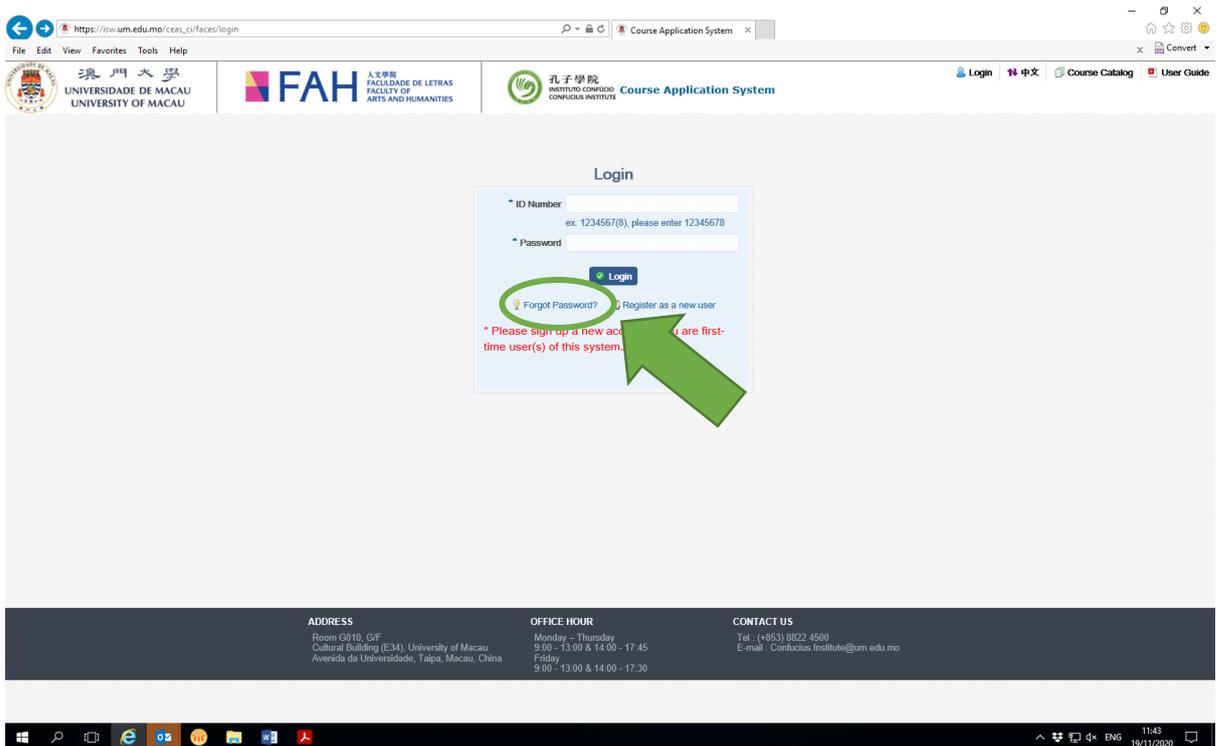




8. Enter your ID number and password and click “Login”.



9. If you would like to retrieve your password, return to the login page and click “Forgot Password?” and enter your ID Number and Email Address, and click “Submit”.





Browser: https://sw.um.edu.mo/ceas_ci/faces/login Course Application System

File Edit View Favorites Tools Help

澳門大學 UNIVERSITY OF MACAU FAH 人文學院 FACULDADE DE LETRAS FACULTY OF ARTS AND HUMANITIES 孔子學院 INSTITUTO CONFÚCIO CONFUCIUS INSTITUTE Course Application System Login 中文 Course Catalog User Guide

Forget Password

ID Number
ex: 1234567(8), please enter 12345678

Email

ADDRESS: Room G810, GF, Cultural Building (E34), University of Macau, Avenida da Universidade, Taipa, Macau, China

OFFICE HOUR: Monday – Thursday: 9:00 – 15:00 & 14:00 – 17:45; Friday: 9:00 – 13:00 & 14:00 – 17:30

CONTACT US: Tel.: (+853) 8822 4500; E-mail: Confucius.Institute@um.edu.mo

11:47 19/11/2020

Browser: https://sw.um.edu.mo/ceas_ci/faces/login Course Application System

File Edit View Favorites Tools Help

澳門大學 UNIVERSITY OF MACAU FAH 人文學院 FACULDADE DE LETRAS FACULTY OF ARTS AND HUMANITIES 孔子學院 INSTITUTO CONFÚCIO CONFUCIUS INSTITUTE Course Application System Login 中文 Course Catalog User Guide

Forget Password

Information

Submit Successful. Please click the link through forget password email to login your account and change your password.

ADDRESS: Room G810, GF, Cultural Building (E34), University of Macau, Avenida da Universidade, Taipa, Macau, China

OFFICE HOUR: Monday – Thursday: 9:00 – 15:00 & 14:00 – 17:45; Friday: 9:00 – 13:00 & 14:00 – 17:30

CONTACT US: Tel.: (+853) 8822 4500; E-mail: Confucius.Institute@um.edu.mo

11:50 19/11/2020



10. You will receive an email and click onto the URL on the email to reset your password.

Dear 親愛的 [redacted]

Please be notified that your account for our Confucius Institute Application System can be login (only valid for today) https://isw.um.edu.mo/ceas_ci/faces/changePasswordLink?token=5e089c9b70d74439d9f2c7b1ba1b6f37.
 你的賬號(連結只限當天有效)。

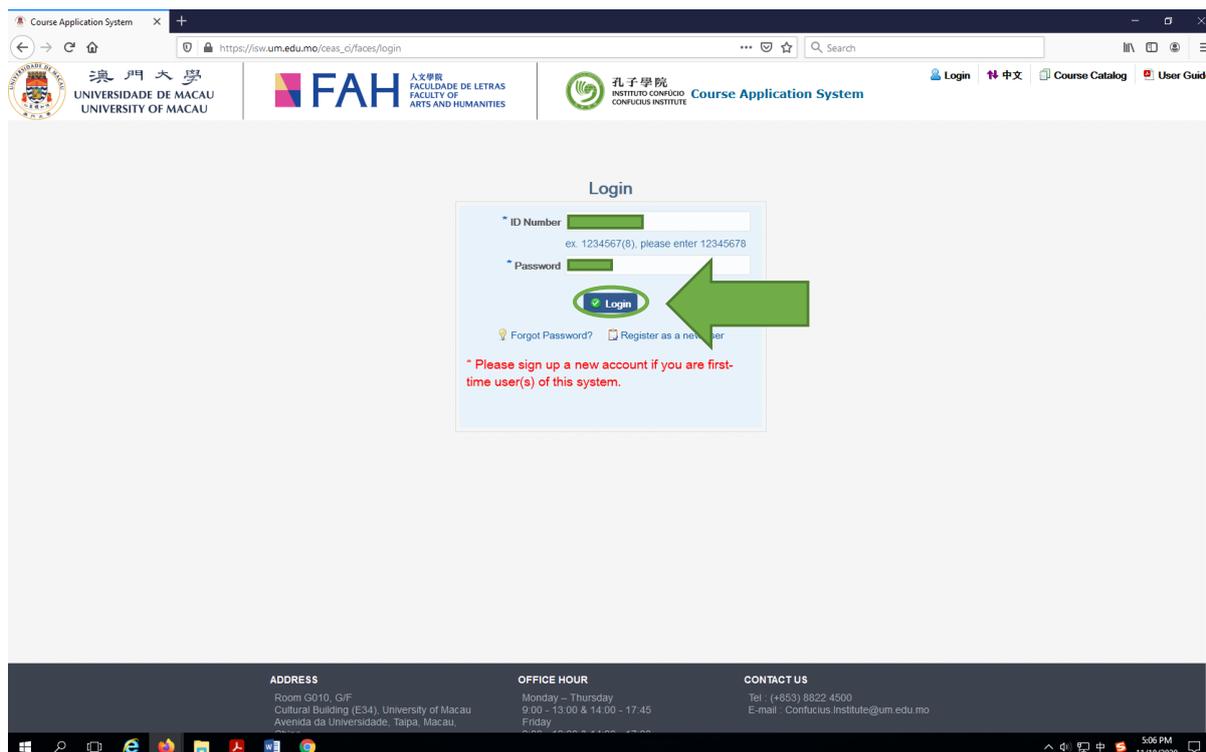
For enquiry regarding your application, please feel free to contact our centre at tel: (853)8822 4500 or via E-mail: Confucius.Institute@um.edu.mo.
 如有疑問，敬請聯絡本中心：電話 (853) 8822 4500，電郵 Confucius.Institute@um.edu.mo

Confucius Institute
University of Macau
澳門大學孔子學院

The screenshot shows a web browser window with the URL https://isw.um.edu.mo/ceas_ci/faces/changePasswordLink?token=5e089c9b70d74439d9f2c7b1ba1b6f37. The page is titled "Change Password" and contains a form with two input fields: "New Password" and "New Password Confirm", and a "Save" button. The footer of the page provides contact information for the Confucius Institute at the University of Macau, including the address (Room G010, GF, Cultural Building (E34), Avenida da Universidade, Taipa, Macau, China), office hours (Monday-Thursday 9:00-13:00 & 14:00-17:45, Friday 9:00-13:00 & 14:00-17:30), and contact details (Tel: +853 8822 4500, E-mail: Confucius.Institute@um.edu.mo).

A Step-by-Step Guide – To Enroll a Course

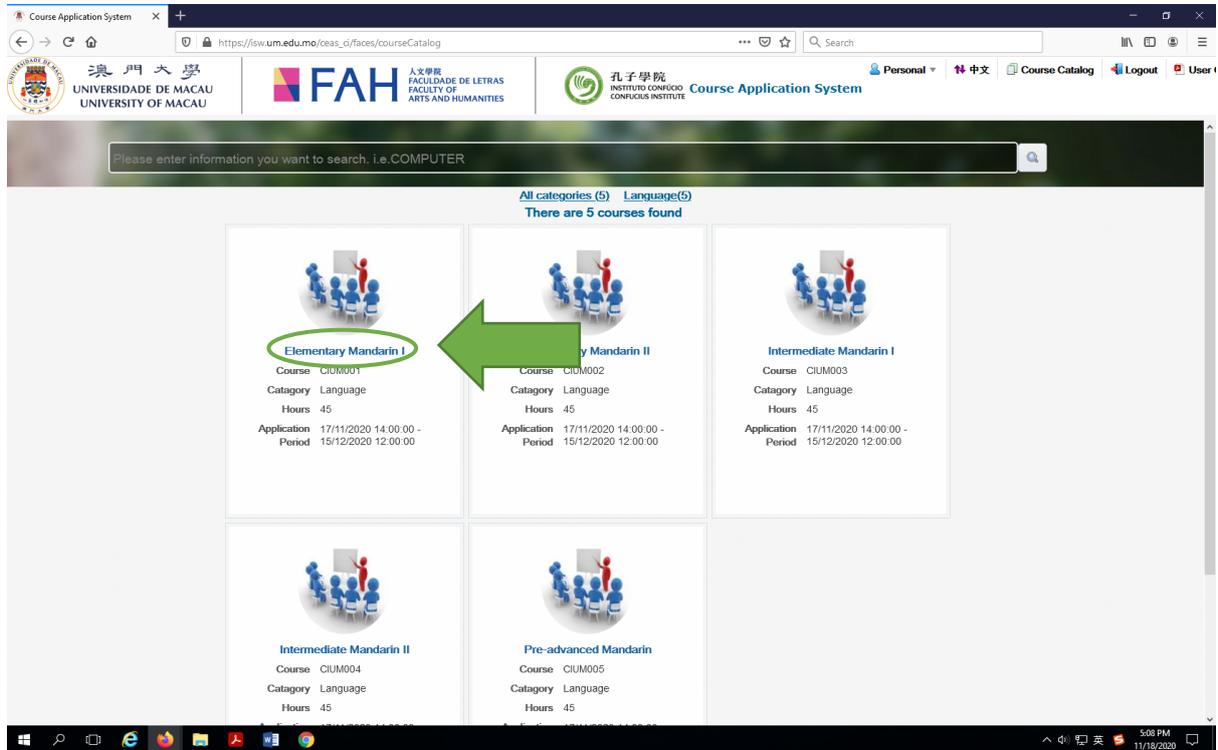
1. Open a web browser (preferably Google Chrome or Firefox) on your computer or other electronic devices, and enter the below URL on the location bar of the browser: https://isw.um.edu.mo/ceas_ci/faces/login
2. Enter your ID number (i.e. your Macau ID or Visa Permit number that you entered on the registration form) and password and click “Login”



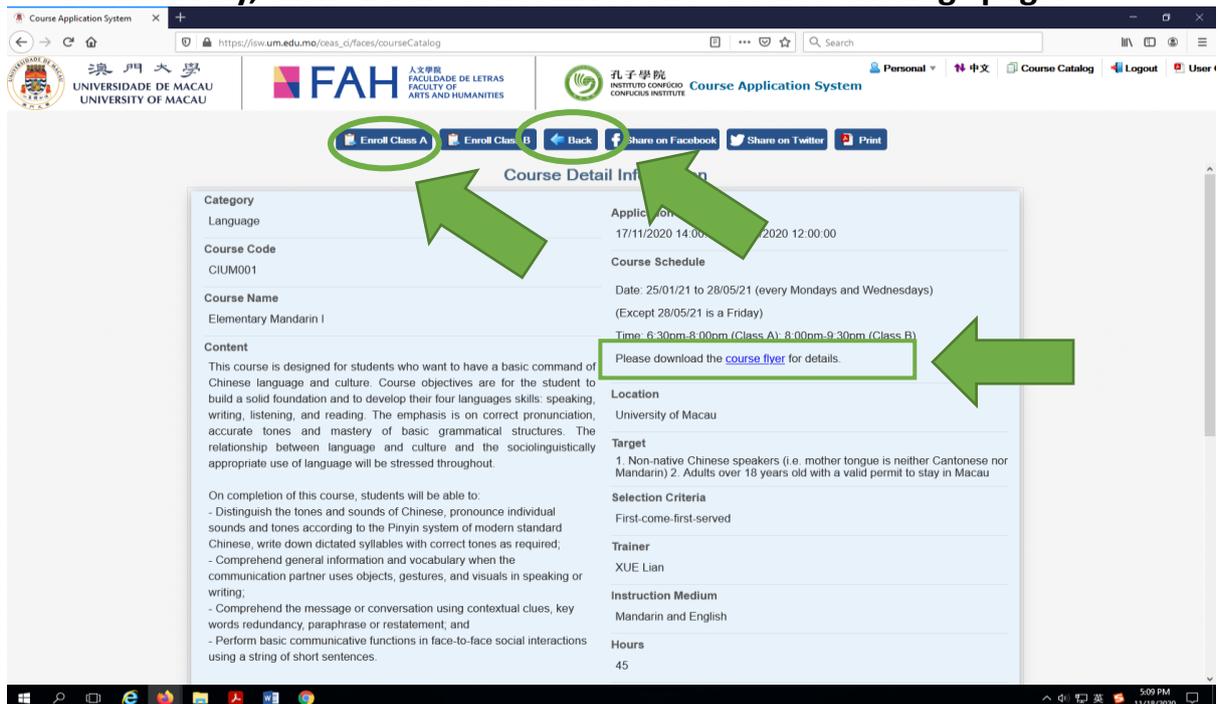
The screenshot displays the login interface of the Course Application System. At the top, there are logos for the University of Macau, FAH (Faculty of Arts and Humanities), and the Confucius Institute. The main content area features a 'Login' form with two input fields: 'ID Number' (with an example '1234567(8)') and 'Password'. A green arrow points to the 'Login' button. Below the form are links for 'Forgot Password?' and 'Register as a new user'. A red asterisk note states: '* Please sign up a new account if you are first-time user(s) of this system.' The footer contains contact details for the University of Macau, including the address, office hours, and contact information for the Confucius Institute.



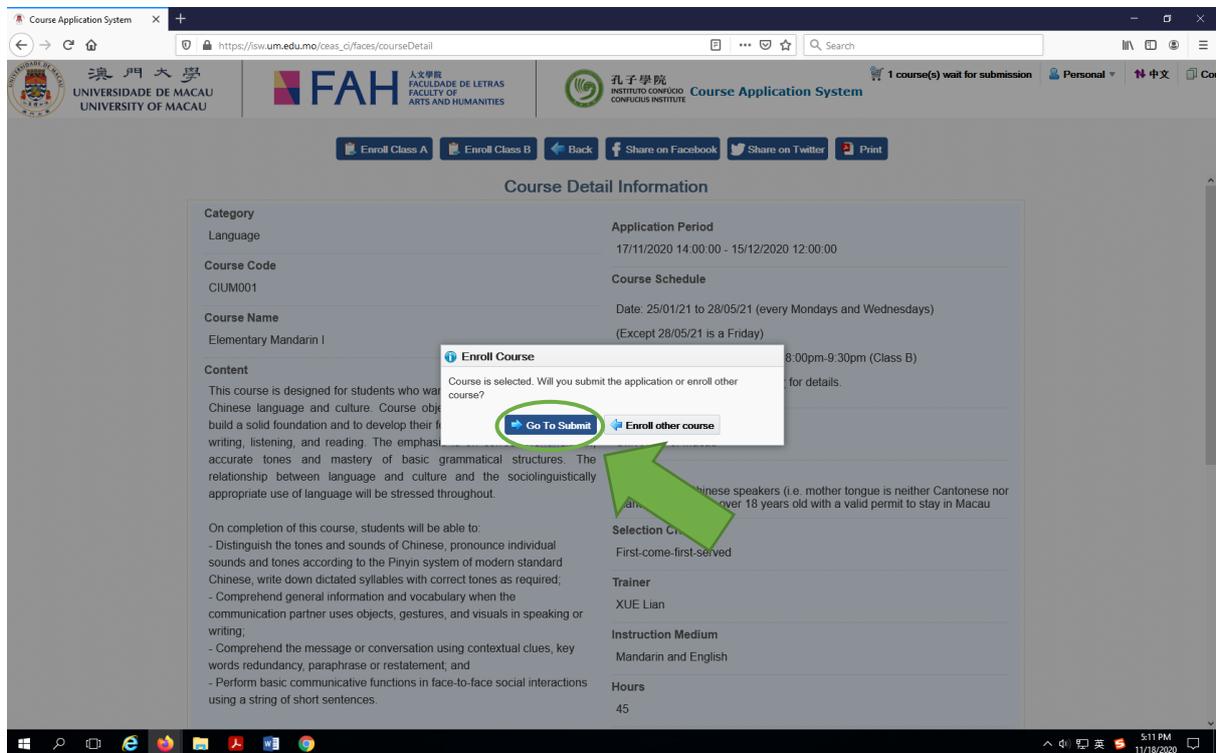
3. To enroll a course, click the course name on the “Course Catalog” to view the detailed course information.



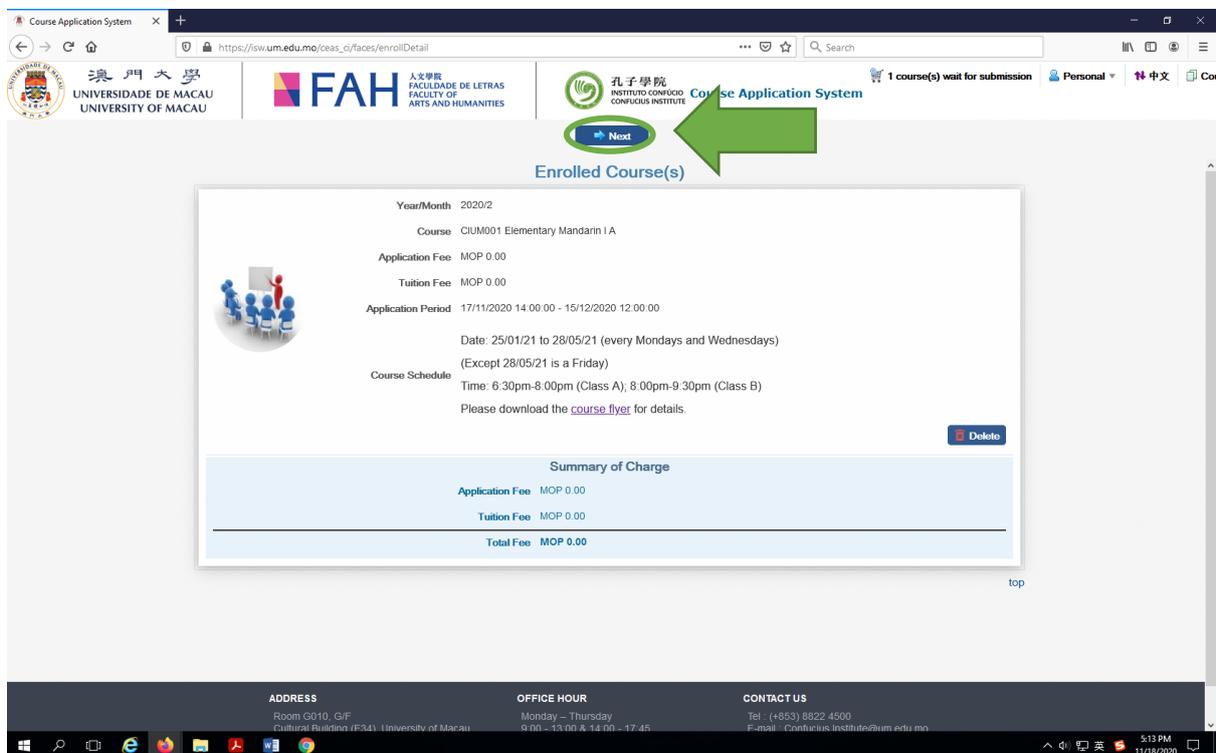
4. You can view the course details and/or download the course flyer on this page. It is important that you read carefully the “Notice” section on this page. Once you decide to enroll to this course, click “Enroll Class A” (only Elementary Mandarin I has two sections – Class A and B) to proceed or alternatively, click “Back” to return to the “Course Catalog” page.



5. The following window will pop out upon successful submission. Click “Go To Submit” to proceed.



6. To complete the enrollment process, click “Next” to proceed.





7. You can review your personal information and fill-out some other mandatory fields (those with an asterisk*) to complete your profile. It is not necessary to fill-out the bank account information, as our Mandarin courses are currently free-of-charge.

Please be reminded to read carefully the “General Enrollment and Guidelines for Students” before proceeding.

The screenshot shows the 'Personal' section of the application form. It includes the following fields:

- ID Name in English
- ID Name in Chinese
- Sex
- Date of Birth
- Birth Place
- ID Type
- ID Number
- Nationality
- Email
- Mobile
- Postal Address

There is a 'Submit' button at the top of the form. The 'Education Level' section is partially visible below.

The screenshot shows the 'Identity of University of Macau' section of the application form. It includes the following fields:

- Staff No.
- Department
- Student No. in UM (example: BB111111)
- Student Faculty
- Alumni No.
- Emergency Contact:
 - Name
 - Mobile No.
- Others:
 - How do you know about the course(s)? (dropdown menu)
 - Remark

There is a 'Submit' button at the top of the form.



Course Application System

https://sw.um.edu.mo/ceas_ci/faces/review

1 course(s) wait for submission Personal 中文

Submit

Refund Information (Applicable when partial or full refund of paid fees is needed)

Agreement I hereby authorize the Treasury Section of UM to credit my paid application fees and/or tuition fees to my personal bank account through auto-pay transfer, effective from my application date.

Bank Name

Samples of bank account no.

Account Number

The refund will be credited directly into your designated autopay bank account. Please ensure that correct and active local (Macau) bank information is provided. Kindly note that ATM / debit card number may not be the bank account number, please check with the bank for the correct bank account number. Please note that incorrect information (e.g. incorrect beneficiary name or account number) may lead to delay or failure in transfer, and generate transaction cost. Our centre is not responsible for any transaction cost caused by the aforementioned reasons.

I am not able to provide the aforementioned account information, reason(s) is as follows:

Attachment

Notes: Please select attachment type first, then attach your require attachment here. (File extension should be .pdf, .jpg, .png, Maximum a file size 20MB)

More File(s) <Please Select Type> No file selected.

Declaration

Course Application System

https://sw.um.edu.mo/ceas_ci/faces/review

1 course(s) wait for submission Personal 中文

Submit

2. I consent that if registered, I will conform to the regulations of the University and the Institute.

3. I consent that, if the course I registered is jointly organized by Institute and other institutes/organizations, my personal data on the application forms and attachments can be disclosed to the concerned institutes/organizations for the administrative purposes.

4. I consent Institute, and/or other institutes/organizations collaborated with Institute and media, to use my information for course promotion, record and/or communication purpose without further obtain my permission. The mentioned information includes identification information (name), course information, image and/or videos with or without sound recorded.

5. I hold true and appropriate identification document for my legal stay and study in Macau.

6. By the time I enroll in course(s), my identification documents must be a valid one. I understand and commit to compliance with this requirement. In the meantime, I promise to provide the Confucius Institute of University of Macau the renewed appropriate identification document timely.

7. I am aware of and committed to compliance with all the legal requirements of the relevant authorities of the Macao Special Administrative Region in respect to issues related to entry, stay and identification documents. All the responsibilities and consequences arising from issues mentioned above are borne by myself and have nothing to do with the Confucius Institute of University of Macau.

8. In case of not being able to enter and stay in the Macao Special Administrative Region under any circumstances or due to identification documents related issues, I renounce my study of the course and shall have no claims for refund of tuition and application fee paid.

9. Please indicate

I would like to register by email and receive latest news electronically from Centre for Continuing Education.

I would like to register by email and receive latest news electronically from coorganizer(s) with Centre for Continuing Education.

I agree above declaration

Guideline

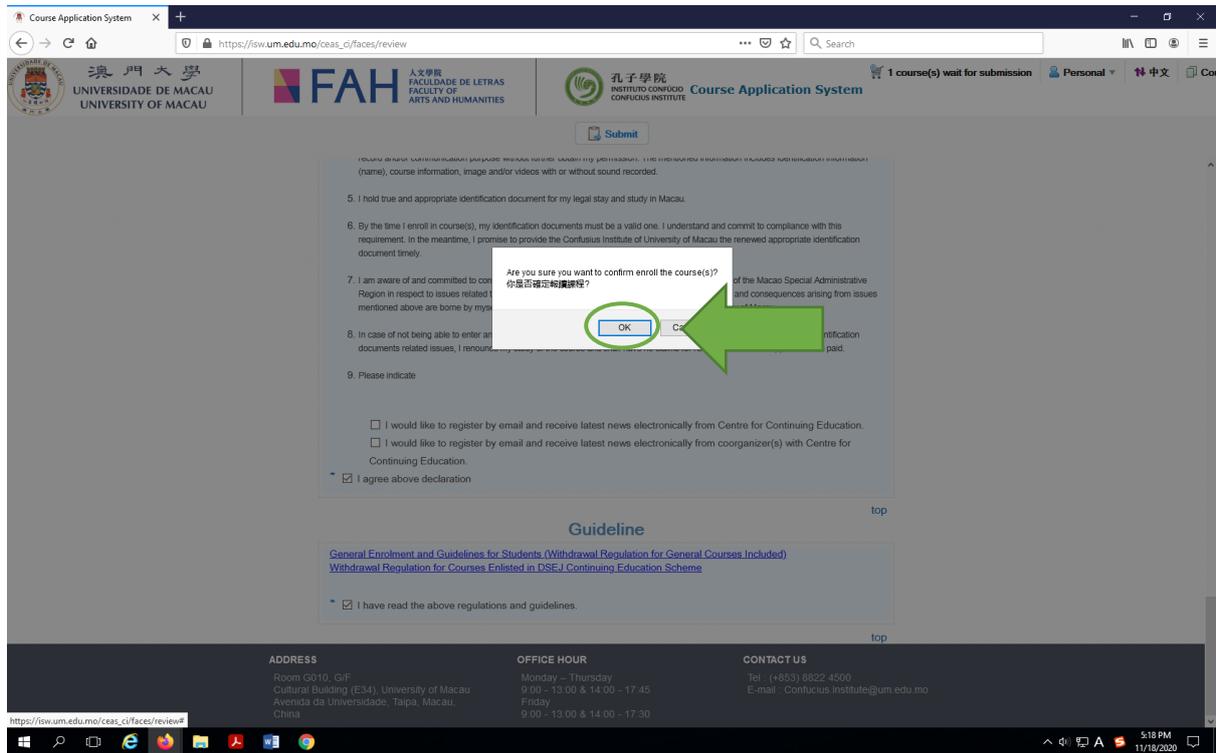
[General Enrolment and Guidelines for Students \(Withdrawal Regulation for General Courses Included\)](#)

[Withdrawal Regulation for Courses Enlisted in DSE-J Continuing Education Scheme](#)

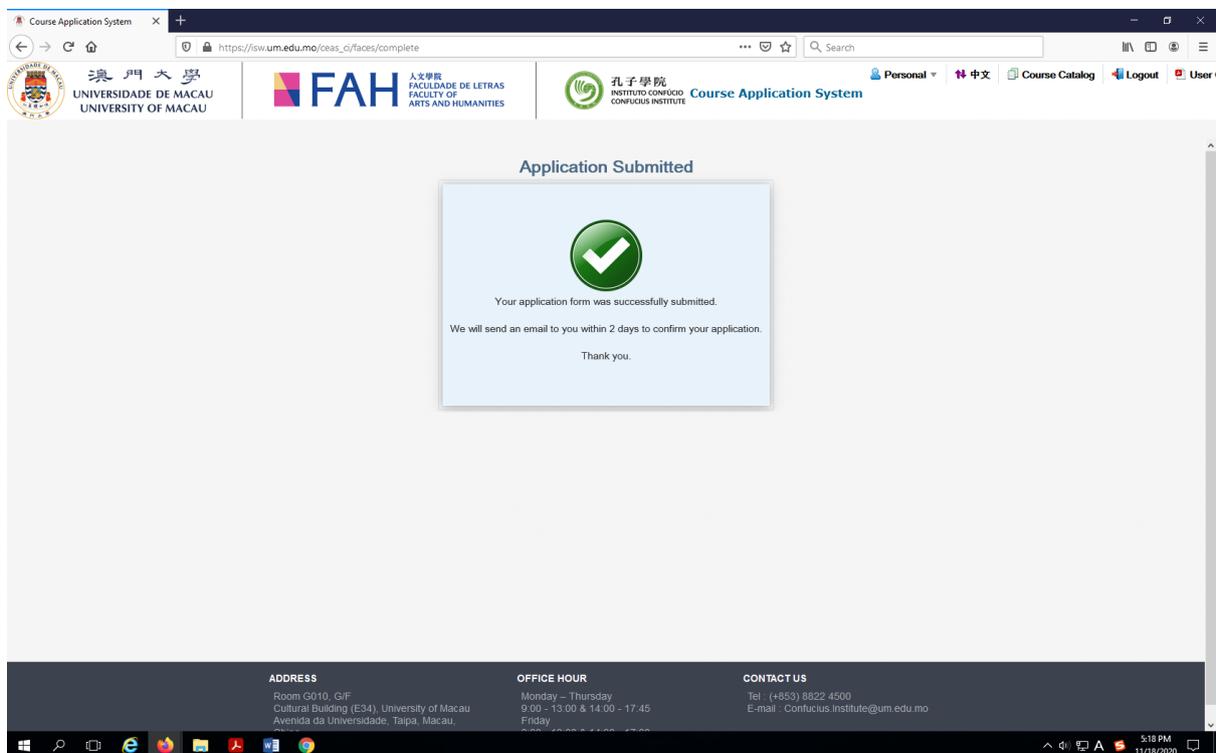
I have read the above regulations and guidelines.



8. The following window will pop out and click “OK” to confirm or “Cancel” to continue to edit the information.

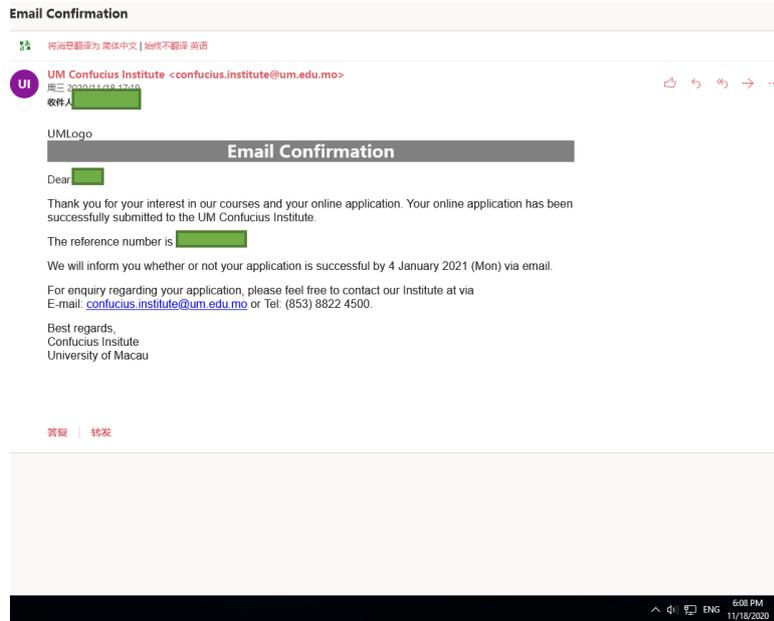


9. The following window will pop out upon successful submission of your application form.

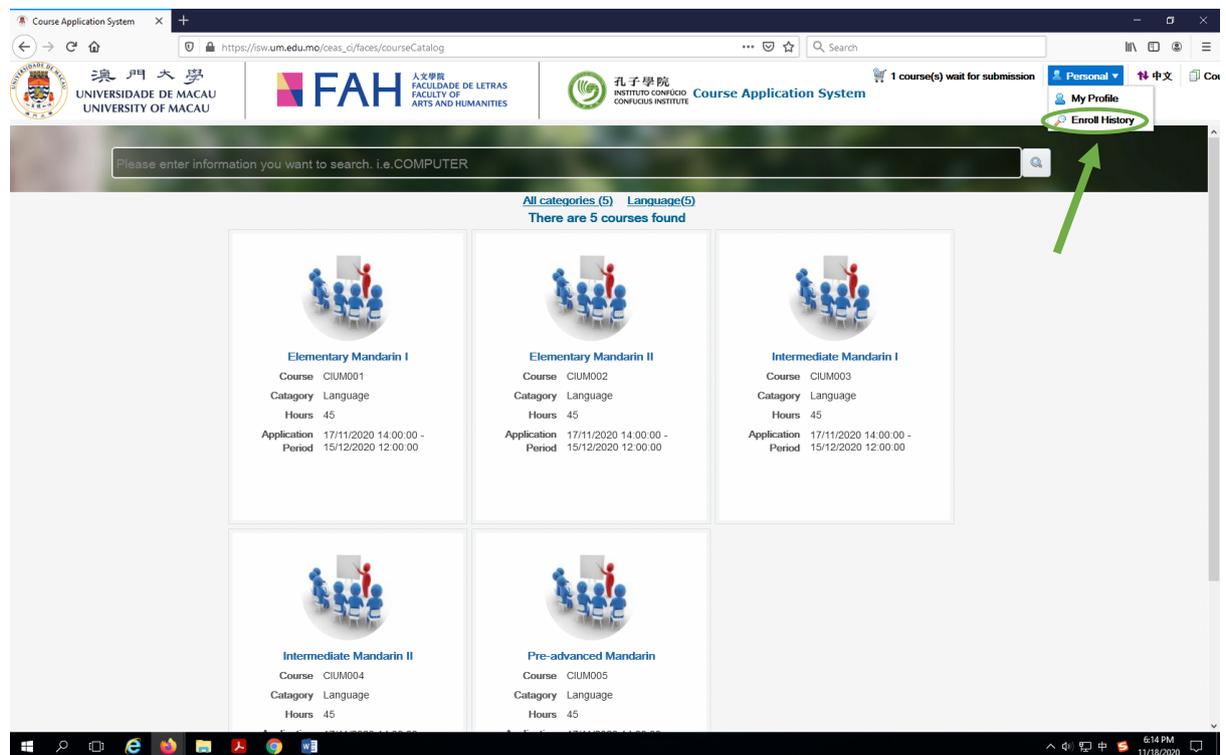




10. You will also receive a confirmation email with a reference number of your application. Please note that some mailbox may take longer to receive this account activation email, and make sure you check your “Junk Mailbox” if you cannot receive the email 15-30 minutes after you submit the application.



11. You may also check your application and its’ status by clicking “Personal” >> “Enroll History”





Course Application System | https://sw.um.edu.mo/ceas_ci/faces/enrollHistory | Personal | 中文 | Course Catalog | Logout | User t

Enroll History

1. Reference No: 2002371613 MOP 0.00



Year/Month 2020/2

Course CIUM001 Elementary Mandarin I

Date: 25/01/21 to 28/05/21 (every Mondays and Wednesdays)
(Except 28/05/21 is a Friday)

Course Schedule
Time: 6:30pm-8:00pm (Class A); 8:00pm-9:30pm (Class B)
Please download the [course flyer](#) for details.

Location University of Macau

Status Wait for Selection

<p>ADDRESS Room G610, G/F Cultural Building (E34), University of Macau Avenida da Universidade, Taipa, Macau.</p>	<p>OFFICE HOUR Monday – Thursday 9:00 – 13:00 & 14:00 – 17:45 Friday 9:00 – 13:00 & 14:00 – 17:00</p>	<p>CONTACT US Tel : (+853) 8822 4500 E-mail : Confucius.Institute@um.edu.mo</p>
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