

PRE-DEPARTURE NOTEBOOK



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

全球事務部
Global Affairs Office

PRE-DEPARTURE NOTEBOOK



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PRE-DEPARTURE INFORMATION

Session 1: Pre-departure Checklist

- ☐ Conduct some research on your host university, destination city and country
- ☐ Apply for a valid student visa
- ☐ Ensure your current passport will remain valid throughout your exchange period
- ☐ Book your flight
- ☐ Purchase relevant travel/medical/health insurance (Refer to Session 2: Insurance)
- ☐ Settle academic matters (Refer to Session 3: Academic Matters)
- ☐ Obtain emergency contacts of persons in your home university in case you need to seek assistance during your stay abroad. Simultaneously, leave a name of contact person of your host university to your family so that they can reach you through this person, if need
- ☐ Submit the "Emergency Contact Sheet" to UM hosting office
- ☐ Emotional and physical preparation

Session 2: Insurance

All outgoing exchange students are required to purchase relevant travel/medical/health insurance for the entire period of exchange. You should ensure that you are covered by comprehensive health, accident, personal property and travel insurance, especially if you plan to travel for personal leisure during the exchange period.

1. Make sure you are medically fit and you have met the health requirement set by the host country before you depart.
2. Leave a copy of the insurance policy and number to your family.



Session 3: Academic Matters

Before your departure, you need to settle some academic matters.

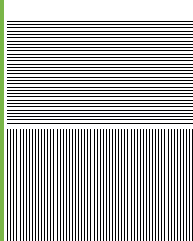
Maintain your student status at UM

While studying abroad as an exchange student, you are still required to maintain your normal student status at UM. In order to do this, you must follow these important steps:

1. Inform and confirm with the program coordinator and/or exchange coordinator at the General Office of your faculty. You may need supporting documents such as Acceptance of Offer/Admission Letter issued by the host university. It is crucial that you obtain an official letter of approval from the university you will be exchanged to.
2. Apply for credit transfer, if applicable, at your faculty office. Students are advised to consult the relevant programme coordinator/academic advisor for advice on academic issues. It is important that you keep your exchange coordinator updated of any changes of the courses taken during exchange, especially, when you find that some of your chosen courses are not offered during your exchange, or when you wish to select other courses that you consider more interesting/useful. Before making any changes, you must seek approval from the relevant faculty in UM. Otherwise, there would be a chance that your courses taken during exchange will not be transferred back to UM.
3. Pay tuition fee at UM to maintain your student status.

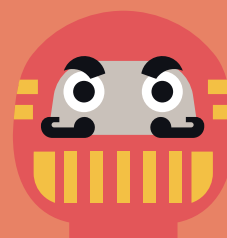
MFM

MACAU
UMAC / 2017



Session 4: Arrival Checklist

- ☐ Meet your buddy or representative from your host university, if any
- ☐ Report to your family right after arrival
- ☐ Familiarize yourself with the campus and the neighborhood of your hall/ residence
- ☐ Register your arrival at the International Office or the Office in-charge of your exchange programme
- ☐ Apply for identification documents, like university identity card, library card, etc.
- ☐ Sign up for orientation sessions
- ☐ Select your courses and register; Consult and seek prior approval from your academic advisor if you find that some of your pre-approved courses are not offered during your stay, or if you wish to select other courses that you consider more interesting or relevant
- ☐ Get an university email account and inform your family and friends of your new email address
- ☐ Open a bank account, for depositing a large amount of cash (if any) and settle all outstanding bills before you end the exchange





Session 5: Arrival Arrangement

- Check the date of orientation programmes. If there is no specific programme for incoming students, try to arrive at least a few days in advance of the first day of teaching.
- Confirm your arrival details and inform your hall/hostel/host family of your arrival date and time well in advance.
- Make sure you have the necessary information and local currency to get from the airport to the hall/residence.



SAFETY ABROAD

Session 6: Personal Safety Tips

Before you travel abroad:

- Check the outbound travel alert in Macao Tourism Crisis Management Office's website (<http://www.ggct.gov.mo/en/travel-alert>)

After arriving at Host University:

- Keep your door locked all the time.
- Never allow strangers to enter your apartment or room.
- Report any suspicious behavior to the hall manager/host family immediately.
- Learn the fire exits in your dormitory and know your escape route.
- Make sure all the fire and smoke alarms are in working order.

Session 7: General Safety Guidelines for Natural Disaster

- Stay calm!
- Do not use elevators.
- Disconnect all electrical appliances.
- Secure an escape by opening a window or door.
- Discuss emergency evacuation sites and routes with friends, host family members, and work out methods of contacting each other.
- Place a wet towel across your nose and mouth to prevent smoke inhalation.
- If you are in country prone to earthquakes, ensure you have secured furniture and other easily toppled items so that they do not fall over. If there is an earthquake, get under a study table or desk to avoid falling objects. Stay away from concrete block fences or large object such as vending machines that could fall over. Find something thick/hard to protect your head.
- Listen to the radio for news and instructions.
- If you are in the train or other public transportations, follow the directions of the personnel in charge. If you are on the street, find something hard to protect your head from falling objects. If you are in a public area, be careful to avoid panic-stricken crowds rushing toward exits or stairways.
- Do not try to drive during or after a severe earthquake.
- After an earthquake or fire, report to the International Office/Office in-charge of your location and safety.

USEFUL INFORMATION

Session 8: Macau SAR Official Websites

Macau Government Tourist Office (MGTO): <http://www.macaotourism.gov.mo/>

Tourism Crisis Management Office: <http://www.ggct.gov.mo/en/>

Macau SAR Government Portal: <http://portal.gov.mo/web/guest/citizen>

Overseas Chinese Consulates: <http://www.fmprc.gov.cn/eng/wjb/zwjg/2498/>

24 HOURS EMERGENCY HOTLINE

Tourism Crisis Management Office of Macau SAR

澳門旅遊危機處理辦公室

(853) 2833 3000

24 HOURS EMERGENCY HOTLINE

Ministry of Foreign Affairs of P.R.C of China

中國外交部緊急呼叫中心

(86)10-12308

IMPORTANT NOTICE FROM MACAU SAR IDENTIFICATION DEPARTMENT FOR MACAO RESIDENTS

請小心保管您的護照或旅行證，補領旅行證件將為您帶來金錢及時間上的損失。為免對旅行證件造成損壞，請勿將您的旅行證件與衣櫃裡的防蟲片放在一起。

請於應急資料頁上填妥聯繫人的資料，並在持照人簽名上作簽署。

在出外前，可先流覽本局網頁(www.dsi.gov.mo)，透過網頁內與中華人民共和國外交部、中華人民共和國外交部駐澳門特別行政區特派員公署網址的連接，獲得中華人民共和國駐外機構（大使館、領事館或外交部授權的其他駐外機關）的地址、電話及有關領事保護和服務的信息。

如您在外地遺失護照或旅行證，應向當地警方報失，然後前往附近的中華人民共和國駐外機構（大使館、領事館或外交部授權的其他駐外機關）求助。您可以查閱當地的電話簿或向酒店、旅行社及警方查詢上述機關的地址及電話。如您能出示您的身份證明文件，將有助於加速處理，提供在澳聯絡人的資料亦能有所幫助。

如在外地因證件問題被扣查或遇到其他入境困難，請立即向當地警方及出入境當局要求與中華人民共和國駐外機構（大使館、領事館或外交部授權的其他駐外機關）聯繫。此外，也可親自或通過在澳親友致電本澳治安警察局24小時熱線(853) 2857 3333或傳真(853) 2878 0826或致電中華人民共和國外交部全球領事與服務應急呼叫中心熱線(86) 10-12308求助。(DSI-04-E)

旅遊警示 / TRAVEL ALERT

!! PLEASE CHECK BEFORE DEPARTURE !!

Tourism Crisis Management Office: <https://www.ggct.gov.mo/en/travel-alert>

級別 / Level	保護措施 / Protective Measures
3	<p>避免旅遊：威脅人身安全的程度為極高，計劃前往該地旅遊或已身處該地的澳門居民應留意情況的嚴重性及官方可提供的協助。建議避免前往該地旅遊，在特定情況下，旅遊危機處理辦公室會建議離開該地。</p> <p>Avoid travel: Presence of an extreme threat to personal safety. Macao residents planning to travel to or in that destination should be aware of the severe situation and limits on official assistance that can be provided there. It is advised to avoid travelling to and, in some cases, leave the destination.</p>
2	<p>重新考慮非必要的行程：對人身安全的威脅已提升，計劃前往該地旅遊或已身處該地的澳門居民此刻應對行程重新作出考慮。建議避免非必要的行程。</p> <p>Reconsider non-essential travel: The threat to personal safety is elevated. Macao residents planning to travel to or in that destination should reconsider the need to travel at this time. It is suggested to avoid non-essential travel to the destination.</p>
1	<p>提高警覺：出現人身安全威脅，計劃前往該地旅遊或已身處該地的澳門居民應注意人身安全。建議提高警覺及留意局勢發展。</p> <p>Exercise caution: There is an imminent threat to personal safety. Macao residents planning to travel to or in that destination should be alert and vigilant towards own safety. It is suggested to exercise caution and monitor development that might affect personal safety.</p>

注意：旅遊警示系統不具禁止性，所以是否旅遊或根據所得資料而調整旅遊計劃由個人決定。危機辦建議澳門居民出發旅遊前購買保障範圍全面、包括緊急醫療轉送保障的旅遊保險，若對保險條款有疑問，須向保險公司詳細了解。

Note: The Travel Alert System is not prohibitive, the decision to travel or to adjust the travel plans in accordance with the information provided is individual. The GGCT recommends that Macao residents to purchase travel insurance with international medical evacuation coverage before traveling, as well as to check with the insurance companies in case of doubt about the terms and conditions of the coverage.

If you are a Macao resident or UM student in need of assistance while abroad, you may contact the following representations of Macao SAR or Macau Government Tourist Office (MGTO) representatives.

Session 9: Representations of Macao SAR

Mainland China – Tourism Sector of Office of the Macau SAR in Beijing 中國內地 - 澳門特別行政區駐北京辦事處 - 旅遊組

Address: 16th/F Macau Center, No. 8, Wangfujing East Street, Dongcheng District, Beijing 100006, CHINA
地址: 中國北京市王府井東街8號澳門中心16層 郵遞區號: 100006
Tel: +86 10 58138000
Fax: +86 10 58138999
E-mail: beijing@macaotourism.gov.mo

Taiwan, China – Macau Economic and Cultural Office 中國臺灣 - 澳門經濟文化辦事處

Address: Block A, 56/F Taipei 101 Tower, No.7, Xin Yi Road Sec 5 Taipei 110, Taiwan, China
地址: 台北市信義路5段7號台北101大廈56樓A座
Tel: +886 2 81011056
Fax: +886 2 81011057
E-mail: info@decn.gov.mo

Portugal - Macau Tourism Promotion & Information Center in Portugal

Address: Av. 5 de Outubro, No. 115, R/C, 1069-204 Lisboa, Portugal
Tel: +351 21 7936542
Fax: +351 21 7960956
E-mail: geral@turismodemacau.com.pt

Session 10: Macau Government Tourist Office (MGTO) Representatives

Asia/Pacific

Australia

Address: Level 17, Town Hall House, 456 Kent Street, Sydney, NSW2000, Australia
Tel: +61 2 92641488
Fax: +61 2 92677717
E-mail: macao@worldtradetravel.com

Hong Kong, China

Address: Flat 03, 7/F, Charm Centre, No.700 Castle Peak Road, Cheung Sha Wan, Kowloon, Hong Kong
Tel: +852 28388680
Fax: +852 28388032 / +852 31182993
E-mail: mgto@macaotourism.com.hk

India – Mumbai

Address: 20th Floor, Tower A, Urmi Estate, 95, Ganpatrao Kadam Marg, Lower Parel (W), Mumbai 400013, India
Tel: +91 22 67189674
Email: mumbai@macaotourism.in

India – New Delhi

Address: 707, 7th Floor, Prakash Deep Building, 7 Tolstoy Marg, Connaught Place, New Delhi, 110001, India
Tel: +91 11 41540624 / +91 11 41540625
Email: delhi@macaotourism.in

Indonesia

Address: Kuningan City, 2nd floor, No. L2-19, Jalan Prof. Dr. Satrio Kav.18, Setiabudi, Kuningan, Jakarta - 12940, Indonesia
Tel: +62 21 30418713
Fax: +62 21 30480751
Email: inquiries@macaotourism.id
Website: <http://id.macaotourism.gov.mo>

Japan

Address: Hirakawacho KD Building 7F, 2-16-9 Hirakawacho, Chiyoda-ku, Tokyo 102-0093, Japan
Tel: +81 3 52752537
Fax: +81 3 52752535
E-mail: macao@milepost.co.jp
Website: <http://jp.macaotourism.gov.mo>

Malaysia

Address: Level 6, Lion Office Tower, No. 1, Jalan Nagasari (Off Jalan Raja Chulan), 50200 Kuala Lumpur, Malaysia
Tel: +60 3 21442500
Fax: +60 3 21481357
E-mail: mgto@pacificworld.travel
Website: <http://my.macaotourism.gov.mo>

New Zealand

Address: 7 Centennial Place, Campbells Bay, Auckland 0630, New Zealand
Tel: +64 21 026 43100
Email: macao@regencytourism.com

South Korea

Address: Suite 908, 16, Euljiro, Jung-gu, Seoul, South Korea
Tel: +82 2 7784402
Fax: +82 2 7784404
E-mail: korea@macaotourism.kr
Website: <http://kr.macaotourism.gov.mo>

Thailand

Address: 888/202, Mahatun Plaza Building, 3rd Floor, Ploenchit Road, Lumpini, Pathumwan, Bangkok 10330, Thailand

Tel: +66 2 6509336

Fax: +66 2 6509336

E-mail: infos@macaotourism.in.th

Website: <http://th.macaotourism.gov.mo>

Taiwan, China (PR Consultant)

Address: 10/F-C, No. 167, Tun Hwa North Road, Taipei, 105, Taiwan

Tel: +886 2 25466086

Fax: +886 2 25466087

E-mail: mgtotwn@ms27.hinet.net

America

USA - California

Address: 6033 W. Century Blvd. #900, Los Angeles CA 90045, USA

Tel: +1 310 5453464 / Toll Free 866 OK-MACAU

Fax: +1 310 5454221

E-mail: macao@myriadmarketing.com

USA - New York

Address: 20 West 22nd Street, Suite 906, New York, NY 10010, USA

Tel: +1 646 2270690

Fax: +1 646 3668170

E-mail: macao@myriadmarketing.com

Europe

Russia

Address: 11 Bolshaya Tulsкая Street, Business Center "Tulskij", Moscow 115191, Russia

Tel: +7 495 9815188

Fax: +7 495 9815188

E-mail: info@macao-tourism.ru

Website: <http://ru.macaotourism.gov.mo>

United Kingdom & Republic of Ireland

Address: 2nd Floor, Magdalen House, 136-148 Tooley Street, London, SE1 2TU, United Kingdom

Tel: +44 (0) 8454989983

Fax: +44 (0) 2031170951

E-mail: macao@humewhitehead.co.uk



Session 11: Contact Details of Exchange Coordinators

Global Affairs Office

Contact Person: Polly Leong/ Chloe Lei

Email: exchange.enquiry@umac.mo

Tel: (853) 8822 4630/ 8822 4386

Faculty of Arts and Humanities

Contact Person: Christine Chan

Email: fah.exchange@umac.mo

Tel: (853) 8822 8221

Faculty of Business Administration

Contact Person: Phoenix Chan

Email: fba_exchange@umac.mo

Tel: (853) 8822 4731

Faculty of Education

Contact Person: Jenniella Cheong

Email: FED_Event@umac.mo

Tel: (853) 8822 8776

Faculty of Health Sciences

Contact Person: Miffy Chan

Email: fhs.enquiry@umac.mo

Tel: (853) 8822 4998

Faculty of Law

Contact Person: Benjamin Lio

Email: fl.exchange@umac.mo

Tel: (853) 8822 4395

Faculty of Science and Technology

Contact Person: Helen Wong

Email: fst.exchange@umac.mo

Tel: (853) 8822 4776

Faculty of Social Sciences

Contact Person: Maisy Chao

Email: fss.exchange@umac.mo

Tel: (853) 8822 4018

Honours College

Contact Person: Loretta Fong

Email: lorettaf@umac.mo

Tel: (853) 8822 4971

Institute of Chinese Medical Sciences

Contact Person: Chloe Lao

Email: imanlao@umac.mo

Tel: (853) 8822 4691

Session 12: University Support

Student Affairs office

For matters related to general student services and activities, sports and dormitory services:

Email for enquiries: srs@umac.mo

For matters related to student counselling and development, future studies and career services:

Email for enquiries: scs@umac.mo

For matters related to future studies and career and entrepreneurship services:

Email for enquiries: sao.career@umac.mo

Student Counselling

Address: Room 2009, 2nd Floor, Student Activity Centre (E31)

Tel: (853) 8822 4681

Fax: (853) 8822 2369

Email: scd.counsellor@umac.mo



Name: Mr/Ms _____

Blood Type: _____

Other Medical Information: _____

Ambulance (at host country): _____

Police (at host country): _____

Name: Mr/Ms _____

Blood Type: _____

Other Medical Information: _____

Ambulance (at host country): _____

Police (at host country): _____

Name: Mr/Ms _____

Blood Type: _____

Other Medical Information: _____

Ambulance (at host country): _____

Police (at host country): _____

Home University: University of Macau (UM)

UM General Phone Number: (853) 8822 8833

MGTO 24-hour Emergency Hotline: (853) 2833 3000

Police Security Police Force 24-hour Hotline: (853) 2857 3333

Ministry of Foreign Affairs 24-hour Hotline: (86)10-12308

Insurance Policy Number/ Agent: _____

Home University: University of Macau (UM)

UM General Phone Number: (853) 8822 8833

MGTO 24-hour Emergency Hotline: (853) 2833 3000

Police Security Police Force 24-hour Hotline: (853) 2857 3333

Ministry of Foreign Affairs 24-hour Hotline: (86)10-12308

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Police Security Police Force 24-hour Hotline: (853) 2857 3333

Ministry of Foreign Affairs 24-hour Hotline: (86)10-12308

Insurance Policy Number/ Agent: _____



THE WORLD HERITAGE SITES OF MACAO



1

玫瑰聖母堂
Igreja de São Domingos



2

東望洋燈塔
Farol da Guia



3

大三巴牌坊
Ruínas da Antiga Catedral
de São Paulo



4

聖母聖誕主教座堂
Catedral Igreja da Sé



5

崗頂前地
largo de Santo Agostinho



6

媽閣廟
Templo de A-Má



7

民政總署大樓
Edifício do Instituto para os
Assuntos Cívicos e Municipais



8

鄭家大屋
Casa do Mandarim



LIFE IN MACAO

Weather

The climate of Macao is moderate to hot. It is fairly warm tropical climates. The annual temperature ranges from 10°C to 35°C. The humidity level is high and with an average range between 75% and 90%. Mostly during Summer months, the annual rainfall is 1.778mm

Month	Jan – Mar (Winter)	Apr – Sept (Spring, Summer)	Oct – Dec (Autumn)
Humidity	Low	Levels rise in April	Low
Weather	Cold but sunny	Hot, humid and rainy	Sunny and Warm
Temp (approx.)	10°C - 20°C	20°C - 35°C	15°C - 25°C
Clothing	Woolen clothes, thick jacket or overcoats	Light cotton clothes in Summer	Light jackets, cardigans, sweater
Remarks	—	With tropical storms (typhoon) from May to Sep	Most pleasant season

Typhoon and Rainstorm

T	L	▲	▼	▲	▼	✕	+	☁ ☔
1	3	8NW	8SW	8NE	8SE	9	10	Rainstorm

If a signal 8 is hoisted, bridges between Macao and Taipa and the isthmus between Taipa and Colane are closed. As a preventive measure, sea and air connections between Macao and Hong Kong as well as most flights are cancelled. When rainstorm warning is issued, the public and private entities should take adequate prevention measures. Students should pay attention to reports from radio or TV (TDM) for any safety arrangements.

Emergency and Useful Phone Numbers and Websites

*** Making International calls from Macao:

00 + (country) + (area code) + local subscriber number)

(when making international calls, member to omit the first zero of the area code.)

Emergency Service	Tel
Emergency	999
Fire Brigade	2857 2222
Police	2857 3333
Ambulance service (Conde S. Januario Hospital)	2831 3731
Ambulance services (Kiang Wu Hospital)	2837 1333
Taipa Island (Health Center)	2881 3089
Coloane Island (Health Center)	2888 2030

Language

The official language of Macao is Chinese and Portuguese. Cantonese is being widely spoken and English is generally used in trade, tourism and commerce, especially in tourist establishments.

Currency

The official currency in Macao is 'Patacas' (MOP\$). There are banknoted and coins in the following denominations:

Coins: 10, 20 and 50 avos (cents); 1, 2, 5 and 10 Patacas.

Banknotes: 10, 20, 50, 100, 500 and 1000 Patacas.

HK\$ and is widely accepted in Macao, however, some shops do not refund the currency difference. Chinese Yuan (CNY) is accepted in most tourist areas, hotel and shopping districts.

Money and traveller's cheques can be changed in larger hotels, banks. Authorized and exchange dealers can be found all around the city.

Reference of Different Currencies

Country	Currency	Country	Currency
Hong Kong	Hong Kong Dollar (HKD)	Europe	Euro (EUR)
Macao	Pataca (MOP)	United Kingdom	British Pound (GBP)
USA	U.S. Dollar (USD)	Switzerland	Swiss Franc (CHF)
Japan	Japanese Yen (JPY)	Canada	Canadian Dollar (CAD)
Taiwan, China	Taiwan Dollar (TWB)	Australia	Australian Dollar (AUD)
Mainland China	Chinese Yuan (CNY)	New Zealand	New Zealand Dollar (NZD)



中國澳門氹仔大學大馬路
Avenida da Universidade, Taipa, Macau, China

Website: www.umac.mo/gao
Email: gao.enquiry@umac.mo
Tel: (853) 8822 4386
Fax: (853) 8822 2347