



## Admissions Handbook 2020/2021

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This handbook compiles information about the application process for the following University of Saint Joseph (USJ) programmes: Pre-University, Associate Diploma, Bachelor, Post-Graduate Diploma, Master and PhD.

For additional information, please visit our [website](#) or, alternatively, contact the Academic Affairs Office - Admissions, located on the ground floor of the Academic Building at the Ilha Verde Campus.

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## 1. PROGRAMMES OFFERED

USJ offers Pre-University, Associate Diploma, Bachelor, Post Graduate Diploma, Master and PhD programmes in different areas of knowledge. All degree programmes are approved by the Macao S. A. R. Government and are taught in English, except when noted otherwise. Detailed information about the Faculties and their specific programmes can be found on our website ([www.usj.edu.mo](http://www.usj.edu.mo)).

### 1.1. Pre-University

Pre-University programmes generally last 1 year. These programmes help students transition from high school to university. The following Pre-University programmes are currently open for application:

- Foundation Course in Philosophy
- Portuguese Intensive Course (1-year daytime or 2-year evening programme)
- Pre-University

### 1.2. Associate Diploma

Associate Diploma programmes run in a 2-year evening format. The following programmes are currently open for application:

- Media Production
- Portuguese-Chinese Translation
- Product Design

### 1.3. Bachelor

Bachelors are 4-year daytime programmes. The following Bachelor programmes are currently open for application:

- Architectural Studies
- Business Administration
- Christian Studies
- Communication and Media
- Design
- Digital Cinema
- Education
- Environmental Science
- Fashion Design
- Philosophy
- Portuguese–Chinese Studies (Language and Culture)
- Portuguese–Chinese Translation Studies
- Psychology
- Social Work

### 1.4. Post-Graduate Diploma

Post-Graduate Diplomas are 1-year evening programmes. The following Post-Graduate Diploma programmes are currently open for application:

- Post-Graduate Diploma in Education

The PGDE is a 1-year professionalising programme that targets in-service teachers and those looking to enter the profession. The programme is offered in English, Chinese or Portuguese and is recognised as an infant, primary or secondary teacher training qualification by the Education and Youth Affairs Bureau of the Macao SAR.



- Post-Graduate Diploma in Legislative Sciences (in Portuguese only)

Entre as Instituições do Ensino Superior em Macau e na Ásia, o curso de Diploma de Pós-Graduação em Ciências Legislativas da Universidade de São José, é único por ter um específico foco temático técnico-legal. O programa do curso é prático e inovador, adequando-se a profissionais jurídicos, intérpretes e tradutores jurídicos. O programa contou com a colaboração e a participação de académicos na área jurídica em Macau e em Portugal (da Universidade Católica do Porto), e com profissionais jurídicos, em Macau. Os participantes do programa terão a oportunidade de beneficiar de especialistas e profissionais com uma vasta experiência na área.

### 1.5. Master

Masters are 2-year evening programmes. The university is currently accepting applications for the following:

- Architecture
- Business Administration
- Choral Conducting
- Communication and Media
- Community Development
- Counselling and Psychotherapy
- Design
- Education
- Environmental Sciences and Management
- Government Studies
- History and Heritage Studies
- Lusophone and International Public Law
- Lusophone Studies in Linguistics and Literature
- Organisational Psychology
- Philosophy
- Religious Studies
- Social Work

### 1.6. PhD

Our PhD programmes range from 3 to 5 years in duration and consist of two phases: firstly, students complete coursework in research methods and further develop their knowledge in their respective research fields, then they proceed to conducting their own research and writing a dissertation. The university is currently accepting applications for the following specialisations:

- Business Administration
- Education
- Global Studies
- Government Studies
- History
- Information Systems
- Psychology
- Religious Studies
- Science

## 2. ENTRY REQUIREMENTS

Offers for students to be accepted to USJ programmes are competitive and applications are considered on a case-by-case basis. The university encourages the application of candidates from different backgrounds and is committed to providing equal opportunities to all applicants, regardless of race, ethnic origin, nationality, gender, age, physical or mental disability, or others.



All applicants that meet the minimum entry requirements will be reviewed and assessed by the university, who will then make a final decision regarding their acceptance to the programme.

This section stipulates the minimum entry requirements for the different USJ programmes.

## 2.1. Language Proficiency

### 2.1.1. Undergraduate programme

Applicants are required to complete a language proficiency test as part of their application. Generally, for direct acceptance into any Foundation Course in Philosophy, Associate Diploma (except Associate Diploma in Portuguese-Chinese Translation) or Bachelor Degree programmes offered in English at USJ, students must reach a B1 level in the Common European Framework of Reference for Languages (CEFR). Students who fail to reach B1 may still be admitted but will then be required to complete successfully our pre-requisite Intensive English Course.

### 2.1.2. Graduate programme

Applicants who applied for our Master and Doctoral Degree programmes should follow the below admissions requirements.

**Local applicant:** Language proficiency will be examined by Faculty directly via face-to-face interview.

**International applicant:** International applicants from non-English speaking countries are required to achieve IELTS minimum overall score of 6.0 (2 years of the enrolment term); or equivalent (see Table 1). For the international applicants from non-English speaking countries who received their Bachelor / Master's degree from a university where the medium of instruction was English can be exempted from this requirement. For those applicants who fail to provide the declaration which prove that their Bachelor / Master's degree from a university where the medium of instruction was English, yet with good performance in the admissions interview are required to take the Cambridge English Placement Test at USJ and reach a B2 level or above in the Common European Framework of Reference for Languages (CEFR).

**Table 1 – English language equivalencies as compared to common English proficiency standards:**

Common European Framework of Reference for Languages (CEFR)	B1 Threshold	B2 Vantage
TOEFL (iBT)	42	72
TOEIC (Test of English for International Communication)	Listening 275 Reading 275 Speaking 120 Writing 120	Listening 400 Reading 385 Speaking 160 Writing 150
IELTS (International English Language Testing System)	Score 5.0	Score 6.0-6.5
Cambridge ESOL	B1 Preliminary	B2 First
PTE Academic	36	50, 58



## 2.2. Pre-University

### 2.2.1. Pre-University Programme

Applicants seeking admission to the Pre-University programme should satisfy the following requirement:

- Be currently enrolled in, or have completed, Form 5/Senior Middle Two/Grade 11.

Additionally, applicants are required to attend an interview.

**Table 2 - Documents required for Pre-University programme applicants that have not yet met the entry requirements at the time of application:**

Category	Compulsory Documents (Application)	Documents for Matriculation (If Accepted)
<sup>1</sup> <b>Applicants from local schools</b>	<ol style="list-style-type: none"> <li>1. <b>Testimonial</b> from the respective school stating that the student is currently a Form 5 student; <u>OR</u></li> <li>2. <b>Official Transcript</b> for Form 5/Grade 11 (1<sup>st</sup> term).</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Official Transcript</b> proving that the student has successfully completed Form 5/Grade 11.</li> <li>2. <b>Health Certificate</b><sup>3</sup> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> filled by a locally registered physician.</li> <li>3. Valid <b>Tetanus Vaccination</b>.</li> </ol>
<sup>2</sup> <b>Applicants from overseas schools</b>	<ol style="list-style-type: none"> <li>1. <b>Testimonial</b> from the respective school stating that the student is currently a Form 5/Senior Middle Two/Grade 11 student; <u>OR</u></li> <li>2. <b>Academic report</b> for Form 5/Senior Middle Two/Grade 11 (1<sup>st</sup> term)</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Testimonial and Academic Reports</b> proving that the student has successfully completed Form 5/Senior Middle Two/Grade 11. For the applicants holding the GCSE results, please refer to Appendix 1 - 2nd item stated in the United Kingdom Country.</li> <li>2. <b>Health Certificate</b><sup>3</sup> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> certified by a locally registered physician.</li> <li>3. <b>Financial Statement</b><sup>4</sup> (for non-Macao resident card holders only)</li> <li>4. Valid <b>Tetanus Vaccination</b></li> <li>5. <b>Student Health Insurance</b><sup>5</sup> (for non-Macao resident card holders only)</li> </ol>

1. Applicants from local schools refer to applicants possessing transcripts issued by high schools in Macao.

2. Applicants from overseas schools refer to applicants possessing transcripts issued by high schools abroad.

3. Please refer to Appendix 3.

4. Please refer to Appendix 2. Applicants who are employed in Macao must submit a proof of employment certificate with their Financial Statement.

5. Non-local students are required to purchase Student Health Insurance at USJ.

**Note:** The original copy of the certificates/results must be provided for verification during the matriculation period. USJ reserves the right to revoke the acceptance decision should the applicant fail to provide the required documents.

### 2.2.2. Portuguese Intensive Course (1-year daytime or 2-year evening programme)

Applicants seeking admission to the Portuguese Intensive Course programme should satisfy the following requirements:



- Be currently enrolled in, or have completed, Form 5/Senior Middle Two/Grade 11.

Applicants must also demonstrate basic Portuguese proficiency with A1 level according to the Common European Framework of Reference for Languages. Additionally, applicants are required to attend an interview.

### 2.2.3. Foundation Course in Philosophy

Applicants seeking admission to the Foundation Course in Philosophy programme should satisfy the following requirements:

- Be currently enrolled in, or have completed, Form 6 / Senior Middle Three / Grade 12; or
- Possess a secondary school diploma that represents the successful completion of 12 years of schooling, or its equivalent; or
- Be 23 years of age, or over, before September of the upcoming academic year.

Applicants must also demonstrate adequate English proficiency. Selected applicants are required to complete the Cambridge English Placement Test and interview. The Cambridge English Placement Test can be exempted for applicants who can provide external proof of English proficiency equivalent to B1 CEFR or above.

**Table 3 - Documents required for Foundation Course in Philosophy programmes' applicants that have not yet met the entry requirements at the time of application:**

Category	Compulsory Documents (Application)	Documents for Matriculation
<sup>1</sup> Applicants from local schools	<ol style="list-style-type: none"> <li>1. <b>Testimonial</b> from the respective school stating that the student is currently a Form 6 student; <u>OR</u></li> <li>2. <b>Academic reports</b> for Form 5 and Form 6 (1<sup>st</sup> term).</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Certificate and Official Transcript/Academic Reports</b> for Secondary School Graduation proving that the student has successfully completed Form 6/Grade 12.</li> <li>2. <b>Health Certificate<sup>3</sup></b> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> certified by a registered physician in Macao.</li> <li>3. Valid <b>Tetanus Vaccination</b>.</li> </ol>
<sup>2</sup> Applicants from overseas schools	<ol style="list-style-type: none"> <li>1. <b>Testimonial</b> from the respective school stating that the student is currently a Form 6/Senior Middle Three/Grade 12 student;</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Certificate and Official Transcript/Academic Reports</b> issued by the school, proving that the student has successfully completed Form 6/Grade 12; or the relevant documents referred to the Appendix 1.</li> <li>2. <b>Health Certificate<sup>3</sup></b> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> certified by a registered physician in Macao.</li> </ol>



	<p><u>OR</u></p> <p><b>2. Academic reports</b> for Form 5/Senior Middle Two/Grade 11 and Form 6/Senior Middle Three/Grade 12 (1<sup>st</sup> term).</p>	<p><b>3. Financial Statement<sup>4</sup></b> (for non-Macao resident card holders only)</p> <p><b>4. Valid Tetanus Vaccination</b></p> <p><b>5. Student Health Insurance<sup>5</sup></b> (for non-Macao resident card holders only)</p>
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1. Applicants from local schools refer to applicants possessing transcripts issued by high schools in Macao.
2. Applicants from overseas schools refer to applicants possessing transcripts issued by high schools abroad.
3. Please refer to Appendix 3. Applicants that have already submitted the Health Certificate and are graduating from USJ Pre-University programmes are exempted from submitting a new Health Certificate.
4. Please refer to Appendix 2. Applicants who are employed in Macao must submit a proof of employment certificate with their Financial Statement.
5. Non-local students are required to purchase Student Health Insurance at USJ.

**Note:** The original copy of the certificates/results must be provided for verification during the matriculation period. USJ reserves the right to revoke the acceptance decision should the applicant fail to provide the required documents.

### 2.3. Bachelor

We seek students that display high academic promise, coupled with a passionate and enthusiastic attitude. Applicants from different educational systems may refer to Appendix 1 to see whether their qualifications are considered equivalent to USJ's entry requirements. Should your qualifications not be listed in Appendix 1, please contact the Admissions of the Academic Affairs Office for an evaluation of your suitability for acceptance into your chosen programme.

Applicants seeking admission to a Bachelor degree programme should satisfy the following requirements:

- Be currently enrolled in, or have completed, Form 6 / Senior Middle Three / Grade 12; or
- Possess a secondary school diploma that represents the successful completion of 12 years of schooling, or its equivalent; or
- Be 23 years of age, or over, before September of the upcoming academic year.

Additionally, applicants should also fulfil the following criteria:

- Demonstrate adequate English proficiency. Selected applicants are required to complete the Cambridge English Placement Test and interview. The Cambridge English Placement Test can be exempted for applicants who can provide the certificate of proficiency in English equivalent to B1 CEFR or above that must be taken within the past two years.
- Home-schooled applicants should provide external examination results (see Appendix 1).

Additionally, evidence of outstanding achievements in academic and/or non-academic activities, as well as of active community involvement will benefit your application.



Applicants from different educational systems may refer to Appendix 1 to see whether their qualifications are considered equivalent to USJ's entry requirements. Should your qualifications not be listed in it, please contact the Admissions of the Academic Affairs Office for an evaluation of your suitability for acceptance into your chosen programme.

**Table 4 - Documents required for Bachelor degree applicants that have not yet met the entry requirements at the time of application:**

Category	Compulsory Documents (Application)	Documents for Matriculation
<sup>1</sup> <b>Applicants from local schools</b>	<ol style="list-style-type: none"> <li><b>Testimonial</b> from the respective school stating that the student is currently a Form 6 student; <u>OR</u></li> <li><b>Academic Reports</b> for Form 5 and Form 6 (1<sup>st</sup> term).</li> </ol>	<ol style="list-style-type: none"> <li><b>Certificate and Official Transcript/Academic Reports</b> for Secondary School Graduation proving that the student has successfully completed Form 6/Grade 12.</li> <li><b>Health Certificate<sup>3</sup></b> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> certified by a registered physician in Macao.</li> <li>Valid <b>Tetanus Vaccination</b>.</li> </ol>
<sup>2</sup> <b>Applicants from overseas schools</b>	<ol style="list-style-type: none"> <li><b>Testimonial</b> from the respective school stating that the student is currently a Form 6/Senior Middle Three/Grade 12 student; <u>OR</u></li> <li><b>Academic Reports</b> for Form 5/Senior Middle Two/Grade 11 and Form 6/Senior Middle Three/Grade 12 (1<sup>st</sup> term).</li> </ol>	<ol style="list-style-type: none"> <li><b>Certificate and Official Transcript/Academic Reports</b> issued by the school, proving that the student has successfully completed Form 6/Grade 12; or the relevant documents referred to the Appendix 1.</li> <li><b>Health Certificate<sup>3</sup></b> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> filled by a registered physician in Macao.</li> <li><b>Financial Statement<sup>4</sup></b> (for non-Macao resident card holders only)</li> <li>Valid <b>Tetanus Vaccination</b>.</li> <li><b>Student Health Insurance<sup>5</sup></b> (for non-Macao resident card holders only).</li> </ol>

- 1. Applicants from local schools refer to applicants possessing transcripts issued by high schools in Macao.*
- 2. Applicants from overseas schools refer to applicants possessing transcripts issued by high schools abroad.*
- 3. Please refer to Appendix 3. Applicants that have already submitted the Health Certificate and are graduating from USJ Pre-University programmes are exempted from submitting a new Health Certificate.*
- 4. Please refer to Appendix 2. Applicants who are employed in Macao must submit a proof of employment certificate with their Financial Statement.*
- 5. Non-local students are required to purchase Student Health Insurance at USJ.*





**Note:** The original copy of the certificates/results must be provided for verification during the matriculation period. USJ reserves the right to revoke the acceptance decision should the applicant fail to provide the required documents.

#### 2.4. Post-Graduate Diploma

Applicants seeking admission to a Post-Graduate Diploma in Education (PGDE) or Legislative Sciences programme should satisfy the following requirements:

- Possess a Bachelor degree, or its equivalent.
- Demonstrate adequate proficiency in the language of instruction.
- *Only for PGDE:* Submission of transcripts of Form 6/Year 12 for reference.

Relevant work experience may strengthen an application, and selected applicants are required to attend an admission interview.

#### 2.5. Master

Applicants seeking admission to a Master programme should satisfy the following requirements:

- Possess a Bachelor degree, or its equivalent.
- Demonstrate adequate English proficiency (see 2.1.2. above). Selected applicants are required to complete an interview and Cambridge English Placement Test if necessary
- Submission of an updated *Curriculum Vitae*. Relevant work experience may strengthen your application.

Master students who complete the first year of the curricular part of the programme with a minimum overall grade below 14 (out of 20) will not be allowed to proceed to the dissertation, project or report.

#### 2.6. PhD

Applicants seeking admission to a PhD programme should satisfy the following requirements:

- Possess a Master's degree, or its equivalent.
- Demonstrate adequate English proficiency (see 2.1.2. above). Selected applicants are required to complete an interview and Cambridge English Placement Test if necessary.
- Submission of an updated *Curriculum Vitae*.
- Submission of a **preliminary research plan** form addressed to the Dean of the respective faculty, indicating the area of knowledge and specialty of the proposed research project and the intended supervisor for the doctoral thesis. The plan should include a justification for the choice of topic, initial objectives, methods to be adopted and a general timeline (see Appendix 4 for more information).

Admission to a PhD programme is decided by the Dean of the respective Faculty, or his/her appointee for that effect.



### 3. APPLICATION PERIOD

The application period for the 2020/2021 academic year is as follows:

● Fall Semester (starting September 2020)	○ <b>1<sup>st</sup> January to 30<sup>th</sup> April 2020</b> (may extend to 30 <sup>th</sup> June 2020 if necessary)
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A detailed admissions timeline can be found on USJ's website:

<http://www.usj.edu.mo/en/admissions/applying-to-usj/admissions-timeline/>



### 4. APPLICATION PROCEDURES

All applications must be submitted online, through our website: [www.usj.edu.mo](http://www.usj.edu.mo). The application process is briefly described below:

- a. Fill in the application form before the deadline, including the following information:
  - i. Selected programme;
  - ii. Personal information;
  - iii. Contact details;
  - iv. Academic background;
  - v. Supporting documents.
- b. After the application is submitted, USJ will send you an email confirming it has been registered in our system. Should you not receive this email 24 hours after applying, please contact the Admissions of the Academic Affairs Office [[admissions@usj.edu.mo](mailto:admissions@usj.edu.mo); (+853) 8592 5678].
- c. The confirmation email will contain:
  - i. **Your application number** – please quote this number in any future enquiries concerning your application;
  - ii. A link to your “**Personal Dashboard**” – your personal page on the USJ system, where you can review the status of your application.
- d. After receiving our email, please access your personal dashboard and upload all required documents (please refer to Table 5 below).

After we review your application, applicants are requested to settle the application fee. Applicants are not allowed to attend the admission exam or interview if any of the required documents are missing or unclear. The Admissions of the Academic Affairs Office may request the submission of the original documents if the scanned copies are unclear.

All applicants should regularly check their email inbox and the Admissions webpage to get the latest admissions information: <http://www.usj.edu.mo/en/admissions/>.



**Table 5 – Required documents for application:**

Items	Pre-University	Associate Diploma	Bachelor	Master	Doctoral	PGDE
Online Application Form	✓	✓	✓	✓	✓	✓
Photo	✓	✓	✓	✓	✓	✓
ID Card/Passport	✓	✓	✓	✓	✓	✓
Transcript(s)	✓	✓	✓	✓	✓	✓
Certificate(s)/Testimonial	✓	✓	✓	✓	✓	✓
Curriculum Vitae	☐	☐	☐	✓	✓	☐
Art Work Portfolio	☐	☐	Faculty of Creative Industries Programmes	Faculty of Creative Industries Programmes	☐	☐
Reference Letter(s)	Optional	Optional	Optional	Optional	Optional	Optional
Preliminary Research Form to the Dean	☐	☐	☐	☐	✓	☐
Certificate of proficiency in English (e.g. TOEFL, IELTS)	Optional	Optional	Optional	☐	☐	☐

## 5. DIRECT ADMISSIONS

Besides the standard application process, USJ has agreements with a range of high schools for direct admission. These agreements allow the schools to recommend applicants who display great academic potential, or reveal outstanding maturity, achievements or aptitude in other areas, to be considered for direct admission into USJ's bachelor programmes. Students recruited through the Direct Admissions have the interview and application fee waived. For more information, please contact your school or USJ (For programme and direct admission information, please contact Student Recruitment Office [email: [sro@usj.edu.mo](mailto:sro@usj.edu.mo)]; For English Placement Test and interview related issue, please contact Admissions of the Academic Affairs Office [email: [admissions@usj.edu.mo](mailto:admissions@usj.edu.mo)]).

**Table 6 – Timeline for Direct Admissions:**

Date	Action
<b>By 29 November 2019</b>	<ul style="list-style-type: none"> <li>School submits the list of names for "Direct Admissions Scheme";</li> <li>Nominated students complete the online application at <a href="https://www.usj.edu.mo/en/admissions/">https://www.usj.edu.mo/en/admissions/</a> (Click <i>Apply Now</i>)</li> </ul>
<b>Mid-December 2019</b>	USJ announces the English Placement Test date and time by email to the applicants.
<b>Mid/Late-December 2019</b>	USJ organizes English Placement Test for applicants.



<b>Mid-January 2020</b>	USJ announces the scholarship interview date and arrange interview to the Full Scholarship applicants.
<b>February 2020</b>	Admissions results announcement.

## 6. APPLICANTS WITH SPECIAL NEEDS

One of USJ's missions is the promotion of a caring, ethically responsible, economically, socially and environmentally sustainable society. As such, USJ supports the Macao SAR initiative "Convention on the Rights of Persons with Disabilities" and encourages applicants to disclose to our Academic Affairs Office whether they have any special needs upon application, so that we may provide appropriate support.

## 7. INTERNATIONAL APPLICANTS

All required documents must be submitted in **English, Chinese or Portuguese**. Documents submitted in other languages must be accompanied by an official translation by the respective issuing entity, consular service or notary's office. After reviewing your information, the Admissions will contact you for further clarifications, if needed. Shortlisted applicants will be contacted to discuss the subsequent steps in the application process.

### 7.1. Student Residence

Applicants may apply for a room at the university's Residential Hall, located in the Ilha Verde Campus. Priority is given to international students in their first year and exchange students on a first come, first served basis. All the rooms are fully - but simply - furnished and equipped with Wireless Internet. Cleaning services of all common areas are provided on a regular basis.

To apply or request for additional information, please click on the following link: <https://www.usj.edu.mo/en/residential-hall/> or contact our Residential Hall Office directly [email: [residence@usj.edu.mo](mailto:residence@usj.edu.mo)].

### 7.2. Student Visa

All students without a valid Macao ID card are required to obtain a student visa. Please note the following:

- The Macao Residence and Stay Affairs Department normally issues student visas to non-ID card holders matriculated in full-time accredited academic degrees in Macao;
- Applications for a student visa require the submission of the following: **(1) A recent 1.5-inch photo; (2) Valid Passport; (3) Declaration**. Hence, students are recommended to apply for a student visa upon arrival to Macao\*;
- The duration for visa processing varies depending on the applicant's nationality but students are allowed to stay in Macao on a tourist visa while their application is being processed;
- Students are not eligible to work in Macao with a student visa;



- According to the local law, students under the age of 18 are not eligible to sign any legal documents, including the application and/or renewal of student visa. In such cases, a parent or legal guardian must accompany the student and sign the relevant documents.

*Note: Students from specific countries may be required to obtain an entry visa before arrival to Macao. To confirm if this is your situation, or to obtain more information, please visit the Macao Residence and Stay Affairs Department website ([http://www.fsm.gov.mo/psp/eng/psp\\_top5\\_4\\_1.html](http://www.fsm.gov.mo/psp/eng/psp_top5_4_1.html)).*

### 7.3. Student Health Insurance

International students must have the student health insurance for the entire duration of your studies. The premium for one academic year is approximately USD200. However, the actual premium may vary depending on plan availability for each academic year. The coverage includes visits to a doctor, hospital expenses and accidental death benefits with certain restrictions according to the specific insurance policy.

## 8. APPLICATION FEE

To complete your application, you are required to pay a **non-refundable** application fee at the USJ Finance Office, located on the ground floor of the Academic Building in the Ilha Verde Campus. This fee must be settled before the admission exam(s) or interview at the university's premises. If accepted, international applicants may settle this fee in addition to the required deposit via bank transfer. Should the university cancel a programme of study, paid application fees will be refunded.

## 9. ADMISSION EXAMINATION AND INTERVIEW

Typically, applicants for Foundation Course in Philosophy and Bachelor degree programmes will be asked to complete the following:

1. Cambridge English Placement Test;
2. Interview (interviews for international applicants are done via Skype).

Applicants for Pre-University, Portuguese Intensive Course, Post-Graduate Diploma and Graduate programmes are required to complete an interview only.

An email notification regarding the admission examinations will be sent before the Admissions Examination. International applicants will be contacted via email for Skype interviews.

## 10. OFFER PROCEDURES

Once the application process is completed, the Admissions will inform the applicants of the outcome of their application, which can be in one of the following formats:

- a. Accepted Conditionally:** You are offered a place in your chosen programme, provided you meet all the requirements stated in the acceptance letter, in a specific time frame as informed by the university. The specific conditions for matriculation will be stated in the acceptance letter and normally concern academic qualifications and/or language proficiency.



- b. Standby:** The result of your application has not yet been determined and so you have been put on a standby list and it may be possible that you will be accepted shortly thereafter. The final decision is usually made in a little while after your receipt of the standby outcome.
- c. Rejected:** Your application was unsuccessful.

Admission results will be sent to applicants via email. Accepted applicants are required to complete the admission procedures stated in the offer letter, including the payment of a deposit (MOP10,000) to secure their place within the period stated in the letter.

If the applicants fail to submit the required documents for matriculation as stipulated by the Academic Affairs Office, **the acceptance will be revoked and the paid deposit will not be refunded.**

Applicants whose English proficiency has not satisfied the required proficiency level will have to take an **Intensive English Course**. Classes are typically scheduled in July and August. Conditionally accepted applicants who fail to complete and pass the course will be disqualified from admission and all paid fees will not be refunded.

Decision reversals are uncommon as all decisions are made after careful review by the university. However, if you wish to **appeal** the outcome of the admission decision, the appeal must be sent in writing to the Admissions. You are recommended to add new relevant academic information, that had not been previously presented, within 15 days of receiving the admission result. Applicants will be notified of the decision regarding their appeal via email. The university does not disclose any examination results or information regarding the application process with applicants.

## 11. DEFERMENT OF STUDY

New students who have received an Acceptance Letter can apply for deferment of study for up to one academic year. Such applications will only be considered in exceptional cases.

To request a deferment of study, write to the Admissions, with the attachment of any supporting documents, for review before the matriculation period. Independently of making a deferment request, applicants must follow the schedule to settle the non-refundable deposit in order to secure their places.

## 12. CREDIT EXEMPTION AND TRANSFER APPLICATION

Applicants may request to be exempted from certain credits in their chosen programme of studies, based on prior studies at a similar academic level in other tertiary education institutions. The minimum recognition/exemption is normally one module and the maximum recognition/exemption that is normally available is one third of a whole programme (e.g. a whole degree or whole diploma). For Recognition of Prior Experiential Learning (RPEL), it cannot exceed 20% of the credits of the programme or curricula in which they are accredited in accordance with the Policy and Procedures for Recognition of Prior Learning. All processing fees paid for the exemption of modules are non-refundable.

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### 13. RETURNING STUDENTS

Returning students (i.e. those applying to a programme in which they had been previously matriculated) are required to follow the standard application process. Credits completed earlier at USJ may be transferrable into your new matriculation, depending on whether the respective programme's study plan changed during your absence and on a recommendation from the respective Dean.

### 14. FINANCIAL AID

Scholarships and other sources of financial aid are available to students. USJ encourages students to apply for scholarships from external entities before applying to USJ's fellowships. Besides scholarships, students may also apply for student loans with local banks. Our Office for Student and Alumni Affairs provides support in students' application for financial aid.

The university's fellowships are offered on the basis of financial needs, with the students being selected at the beginning of each semester. To apply or request additional information, please click on the following link: <http://www.usj.edu.mo/en/students/financial-support/> or contact our Office for Student and Alumni Affairs directly [email: [studentaffairs@usj.edu.mo](mailto:studentaffairs@usj.edu.mo)]

### 15. TUITION & RELATED FEES

For detailed tuition and related fees will be posted to USJ's website:  
<https://www.usj.edu.mo/en/admissions/tuition-fees/>.

- Students should always refer to the University's Tuition Payment Policy for details.
- Deposit & Matriculation, Modules and Administrative Fees are applicable to both local and non-local students.
- In case of doubt, only the Executive Council of the University of Saint Joseph has the authority to clarify or interpret the terminology and values in this document.
- Fees are non-refundable except in extraordinary circumstances duly approved.

### 16. CANCELLATION OF PROGRAMMES

The university reserves the right not to offer a programme of study before the start of any given academic year. Should that happen, applicants are given the option to change to another programme or to cancel their application and receive any deposit or tuition previously paid to the university during their application.



## 17. GRADUATION REQUIREMENTS

In order to graduate from a programme at USJ, students are required to complete successfully all the modules and other specific academic requirements (e.g. internship, dissertation or others). Bachelor programmes taught in English generally also require all graduating students to reach a minimum English level of B2 in the Common European Framework of Reference for Languages. Furthermore, the following are specific conditions concerning graduates of the Bachelor of Education:

- Graduates in the Secondary English Teaching specialisation must reach the English level of C1, or above, in the Common European Framework of Reference for Languages.
- Graduates in the Secondary Portuguese Teaching specialisation, must reach a Portuguese level of C1, or above, in the Common European Framework of Reference for Languages.

## 18. DISCLAIMER & PRIVACY

1. False or misleading information provided by applicants may result in immediate disqualification for acceptance. Ultimately, the university may decide to withdraw its admission offer.
2. USJ reserves the right to change information contained in this handbook without prior notice. Applicants are recommended to communicate regularly with the Academic Affairs Office and to visit our website for updated information.
3. Personal data collected from applicants will be used for the purpose of application processing. We are committed to protecting applicants' personal information by complying with the requirements of Macao's 8/2005 Personal Protection Data Act. Please note, however, that despite our best efforts to protect applicants' data, information collected may be circulated in our internal network and may be at risk of being seen and used by unauthorised third parties.

## 19. CONTACT US

### Academic Affairs Office

Address: 14-17, Estrada Marginal da Ilha Verde, Macau SAR, China

Email: [admissions@usj.edu.mo](mailto:admissions@usj.edu.mo)

Telephone: +853 8592 5678

Website: [www.usj.edu.mo](http://www.usj.edu.mo)

Office Hours: Monday - Friday from 9:00am to 7:00pm (Closed on weekends and public holidays)





## Appendix 1 – Overseas’ Students Requirements

Non-Local Applicants for Bachelor Programmes who cannot provide the required documents stated in Table 3 and 4 of the Admissions Handbook may, alternately, provide the documents listed below:

Country/Region	General Minimum Requirements
<b>Africa</b>	<b>Lusophone Africa</b> Certificado do Ensino Secundário
	<b>South Africa</b> National Senior Certificate; or Senior Certificate with Matriculation Endorsement
	<b>West Africa</b> West African Senior School Certificate
<b>Australia</b>	Senior Secondary Certificate of Education; and Australian Tertiary Admission Rank (ATAR), Tertiary Entrance Rank (TER), Universities Admission Index (UAI); or an Equivalent National Tertiary Entrance Rank (ENTER) of at least 80; or an Overall Position (OP) Band between 1 and 8
<b>Austria</b>	Reifezeugnis / Matura
<b>Bangladesh</b>	Senior School Leaving Certificate
<b>Canada</b>	<b>Alberta</b> High School Graduation Diploma with an average of at least 70% in five Grade 12 courses
	<b>British Columbia</b> Senior Secondary Graduation Diploma with an average of at least 70% in five Grade 12 or BC Provincially Examinable courses
	<b>Manitoba</b> High School Graduation Diploma with five full credits at Grade 12 (40 level) in courses designated S (Specialised), G (General), or U (University-based), with an average of at least 70% in these subjects
	<b>Ontario</b> Ontario Secondary School Diploma with an average of 70% in six Grade 12 U or M courses
<b>Canada (cont.)</b>	<b>Quebec</b> Diplôme d'Études Collégiales (DEC) with an average of at least 70%
	<b>Other provinces</b> Provincial High School Graduation Diploma with an average of at least 70% in five Grade 12 subjects
<b>Chile</b>	Certificado de Licencia de Enseñanza Media
<b>China</b>	<b>Current Gao Kao Candidates</b> Students who are currently pursuing the Gao Kao curriculum should apply through the Mainland Admission Scheme



### Other Candidates

Graduating-year high school students pursuing a non-Gao Kao curriculum who will not take the concurrent mainland Gao Kao should refer to the country to which the qualification belongs for entrance requirements

<b>Czech Republic</b>	Maturitní Zkouška, or Maturita
<b>Denmark</b>	Studentereksamen (Upper Secondary School Leaving Certificate)
<b>Finland</b>	Ylioppilastutkinto / Studentexamensbetyg (National Matriculation Examination)
<b>France</b>	Baccalauréat de l'Enseignement du Second Degré; or Baccalauréat Général; or Option Internationale du Baccalauréat (OIB); or European Baccalaureate
<b>Germany</b>	Zeugnis der allgemeinen Hochschulreife (German Abitur)
<b>Greece</b>	Apolytirio Eniaiou Lykeiou
<b>Hong Kong SAR</b>	Attainment of two Level 3 & two Level 2 (HKDSE "3322")
<b>India</b>	Pass Certificates obtained in completion of Standard X and Standard XII (State and National Boards)
<b>Indonesia</b>	Completion of SMA Ujian Sekolah Completion of SMA Ujian Nasional
<b>Iran</b>	Peeshadaneshgahe (Pre-University Certificate)
<b>Ireland</b>	Ardeistiméireacht (Leaving Certificate)
<b>Israel</b>	תעודת בגרות (Te'udat Bagrut)
<b>Italy</b>	Diploma di Stato
<b>Japan</b>	(Senior School-leaving Certificate)
<b>Macau SAR</b>	Senior Secondary School Graduation Diploma / Certificate
<b>Malaysia</b>	Completion of STPM, with passes in at least 3 subjects, other than language subjects; or Completion of UEC, with passes in at least 6 subjects
<b>Mexico</b>	Mexican Bachillerato
<b>The Netherlands</b>	Diploma Voorbereidend Wetenschappelijk Onderwijs (VWO)
<b>New Zealand</b>	National Certificate of Education Achievement (NCEA) Level Three
<b>Norway</b>	Vitnvmal fra den Videregående Skole (General Studiekompetanse)
<b>Pakistan</b>	Higher Secondary School Certificate (HSS)
<b>Poland</b>	Matura with 3 subjects at extended level
<b>Portugal</b>	Certificado de fim de Estudos Secundários (previously Certidão do Décimo Segundo Ano)
<b>Romania</b>	Diploma de Bacalaureat
<b>Singapore</b>	Passes in at least three H2 subjects or two H2 plus two H1 subjects in the Singapore-Cambridge GCEAL; or an acceptable Diploma obtained from one of the following five polytechnics in Singapore: <ul style="list-style-type: none"> <li>● Nanyang Polytechnic,</li> <li>● Ngee Ann Polytechnic,</li> <li>● Republic Polytechnic,</li> <li>● Singapore Polytechnic, and</li> </ul>



- Temasek Polytechnic

<b>South Korea</b>	일반계고등학교 (General High School Certificate / Diploma of Graduation)
<b>Spain</b>	Título de Bachillerato; and Prueba de Aptitud para el Acceso a la Universidad (PAU- University Entrance Examination)
<b>Sweden</b>	Slutbetyg Från Gymnasieskolan
<b>Switzerland</b>	One of the followings: Maturitätszeugnis Certificate de Maturité Baccalauréat Attestato di Maturità Eidgenössisch Anerkanntes Kantonales Maturitätszeugnis Certificate de Maturité Cantonal Reconnu Par La Confédération Attestato di Maturità Cantonale Riconosciuto Dalla Confederazione Cantonal Maturity Certificate
<b>Taiwan</b>	General Scholastic Ability Test (GSAT); or Department Required Test
<b>Thailand</b>	Mathayom Sukasa 6 (M6)
<b>United Kingdom</b>	<b>Bachelor Programme Applicants</b> <ul style="list-style-type: none"> <li>● 3 GCE / IAL Advanced level subjects (Grade A* - D); or</li> <li>● BTEC Higher National Diploma</li> <li>● BTEC National Certificate</li> </ul> <b>Pre-University Programme Applicants</b> <ul style="list-style-type: none"> <li>● 5 GCSE / IGCSE results (Grade A* - D)</li> </ul>
<b>United States of America</b>	Senior Secondary School Graduation Diploma / Certificate; and SAT Reasoning Test preferably with 2 SAT Subject Tests; or 2 Advanced Placement (AP) Tests
<b>Vietnam</b>	Bằng Tốt Nghiệp Phó Thông Trung Học (Upper Secondary School Graduation Certificate)



**Appendix 2 – Financial Statement (FNO-002-0517-01) – Sample Form**

This is a sample form for your reference. The official form will be sent to you via email should your application be accepted.



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*Financial Statement*

I \_\_\_\_\_ guarantee that I will have all necessary funds available for the length of my studies at the University of Saint Joseph. I attach herewith (please put a  in one of the box below):

- 1. Bank statement indicating that I possess a minimum amount of MOP100,000 / USD12,500 in my own name, or in the name of the sponsor of my studies\*, or
- 2. Proof of Employment indicating that I am currently employed in Macao\*, or
- 3. Proof indicating that \_\_\_\_\_ (Name of the organisation) will sponsor my tuition fee,

revealing my capacity to fund the initial costs of my studies in Macao (e.g. one-year tuition, travel and relocation expenses and general living expenses for initial period).

Name of Sponsor (if self-supported or sponsored by organisation please write your own name):

(Printed)

(Signature)

Affiliation and contact of sponsor (if any):

Relationship

Phone

Email

+

Address

Date: \_\_\_\_\_ Student's signature: \_\_\_\_\_

Sponsor's signature (if applicable): \_\_\_\_\_

Please attach the bank statement/proof of employment as a separate document.

Note:

1. Applicants that are underage (below 18) must have this form signed by their respective parent or legal guardian.



**Appendix 3 – Health Certificate (ADO-502-0218-01) – Sample Form**

This is a sample form for your reference. The official form will be sent to you via email should your application be accepted.



**Health Certificate / 健康證明表格**

<b>Part I: Applicant's Information (completed by applicant)</b>			
第一部份：報讀者資料 (需由報讀者填寫)			
Name 姓名			Gender 性別 <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
ID / Passport No. 身份證/護照號碼			Applicant No. 報讀編號
Date of Birth 出生日期 ( MM / DD / YYYY )		Email Address 電郵地址	
Postal Address 郵寄地址			

<b>Part II: Medical History (all questions must be completed by the applicant)</b>	
第二部份：病歷資料 (必須由報讀者填寫作答)	

- 1. Have you ever been diagnosed with, or had to take treatment for Tuberculosis (TB)?**  
閣下曾否患有肺結核病或接受肺結核病治療？

Yes 有 \_\_\_\_\_  No 沒有
- 2. Have you ever been in close contact with a person known to have Tuberculosis (TB)?**  
閣下曾否與肺結核病患者有密切接觸？

Yes 有 \_\_\_\_\_  No 沒有
- 3. Do you have any conditions or medical history that requires the university's attention (e.g. physical disability, mental illness)? If you choose "Yes", please provide details which will be reviewed to ensure the university can provide the necessary conditions for your study.**  
閣下有否其他需要知會本大學的病歷或狀況 (包括身體或精神障礙等)？如選擇「有」，請提供詳細資料以便本大學進行評估是否能提供相應學習條件。

Yes 有 \_\_\_\_\_  No 沒有

**I declare the information provided on this form is correct. I understand also that if I have given false or misleading information, my application will be refused and the acceptance will be revoked.**  
本人聲明在本表格內所填報的資料均屬事實。同時亦明白如有提供任何虛假或不實資訊，聖若瑟大學有權拒絕接受本人的報讀申請，或取消本人的取錄資格。

**Applicant's signature**  
報讀者簽署

**Date**

簽署日期



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UNIVERSITY OF  
SAINT JOSEPH



聖若瑟大學  
UNIVERSITY OF  
SAINT JOSEPH

**Note:** Applicant must complete this medical assessment and tetanus vaccination at hospital or health center listed below in Macao. The medical assessment completed overseas will be considered invalid:

1. Hospital ([http://en.macaotourism.gov.mo/plan/practical\\_info\\_detail.php?id=7](http://en.macaotourism.gov.mo/plan/practical_info_detail.php?id=7))
2. Health Center (<http://www.ssm.gov.mo/Portal/portal.aspx?lang=pt>)
3. Popular Medical Centre (<http://www.hngroup.com.mo/en/healthcare/medical>)
4. Centro de Radiologia Oriental, LDA (<http://www.oriental-xray.com/contact.html>)

**注意：**報讀者必須攜同本表格到下列任何澳門衛生及醫療機構完成接受破傷風疫苗注射，再由本地註冊醫生填寫以下部份。海外醫護機構所完成之醫療評估或驗身報告將不獲受理。

1. 醫院 ([http://zh.macaotourism.gov.mo/plan/practical\\_info\\_detail.php?id=7](http://zh.macaotourism.gov.mo/plan/practical_info_detail.php?id=7))
2. 衛生中心 (<http://www.ssm.gov.mo/Portal/portal.aspx?lang=ch>)
3. 便民醫療中心 (<http://www.hngroup.com.mo/cn/healthcare/medical>)
4. 東方 X 光檢驗有限公司 (<http://www.oriental-xray.com/contact.html>)

<b>Part III: Medical Assessment (completed by locally registered physician)</b>	
第三部份：醫療評估（必須由本地註冊醫生填寫）	
1. Blood pressure: _____	
2. Eyes (other than myopia): <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal _____	
3. Hepatitis B Surface Antigen Test: <input type="checkbox"/> Positive <input type="checkbox"/> Negative	
a. <input type="checkbox"/> EIA b. <input type="checkbox"/> RIA c. <input type="checkbox"/> CMIA d. <input type="checkbox"/> Others	
4. Chest X- Ray for Tuberculosis (TB) (Valid for three months only): Date of X-Ray: _____	
<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal _____	
Overall Suggestion: <input type="checkbox"/> Fit for study <input type="checkbox"/> Not fit for study	
Signature of Physician: _____ (Valid for three months from the date below)	
Name & Signature	
Official Stamp: _____	Date: _____



Appendix 4 – Preliminary Research Plan Form (ADO-537-1018-01) – Sample Form



**Preliminary Research Plan – PhD Degree Programme**

*[This plan is to be completed within 2 weeks from the date of issuance by the Admissions Office]*

To the Dean of the

**A – Candidate’s information (Applicant No: )**

Full Name	<input type="text"/>
Email Address	<input type="text"/>
Contact number	<input type="text"/>
Area of knowledge	<input type="text" value="Choose an item."/>
Area of specialization of the proposed research project	<input type="text"/>
Intended supervisor (if any)	<input type="text"/>

**B – Preliminary research plan** (brief justification for the choice of the topic, initial objectives, methods to be adopted and expected timeline)



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**Preliminary Research Plan – PhD Degree Programme**

*Preliminary research plan (cont.)*

*[The following part is to be completed by the University of Saint Joseph]*

**C – Comments by intended supervisor on the proposed research plan** *(relevance and feasibility of the research project, adequacy of the proposed methods for the intended objectives, adequacy of the research plan to the candidate’s Curriculum Vitae)*

\_\_\_\_\_  
Candidate’s signature

\_\_\_\_\_  
Intended supervisor’s signature  
(if any)

\_\_\_\_\_  
Dean’s Signature

Macau, \_\_\_\_/\_\_\_\_/\_\_\_\_