澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

持續進修中心
Centro de Educação Contínua
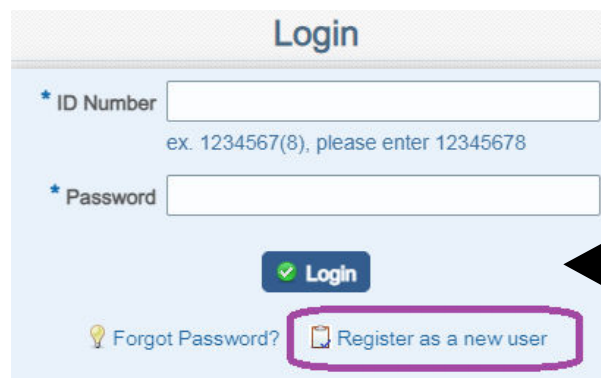Centre for Continuing Education

Attachment

Online Application Procedures: Certificate in IELTS Preparation / Certificate in IELTS Preparation - Writing and Speaking

Step 1: Register and Activate Account Online (from **19 August**)
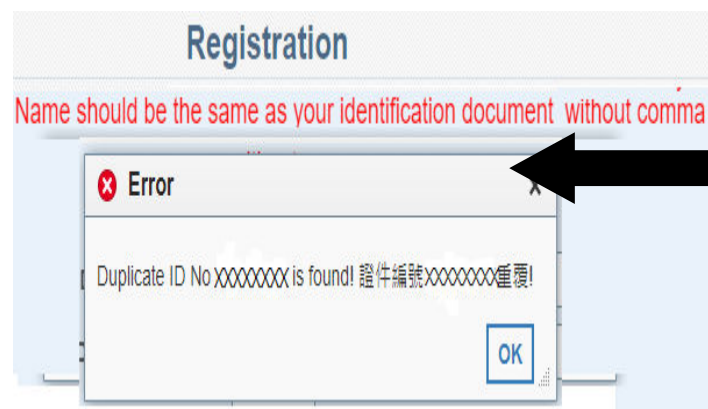
Tips:

- Online application form can only be submitted via CCE application system after the account is registered and activated.

- In order to submit the online application form successfully via the system within the application period, applicant can review Step 2 before the online application which is started on **26 August**.

1. Starting from **19 August**, visit the Centre (below as "CCE") website (https://isw.um.edu.mo/ceas/faces/login) to enter the Login webpage, click "Register as a new user" button to enter Registration webpage.

Recommend all applicants to input personal information in Registration webpage to test if the account is registered and activated. Online application form can only be submitted via CCE application system after the account is registered and activated.

1.1 Account is registered …
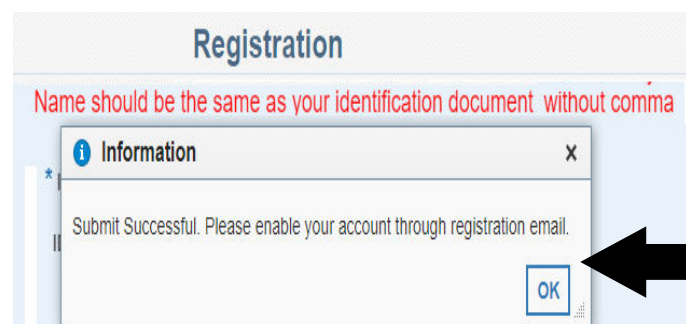
An error is popped up "Duplicate ID No XXXXXXXX is found!", meaning that the account has been registered.

Return back to Login webpage, input ID Number and Password to login to the system.

1.2 Account is not yet registered …

Follow the instruction to login to the registered email and open an email sent from CCE System Admin to activate the account.

Return back to Login webpage, input ID Number and Password to login to the system.

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Step 2: Online Application (from 26 August 10:00am to 5 October 11:59pm)

Only online application is accepted. 40 seats (Certificate and Module 1) are on a first-come-first-served basis. Application is closed once the seats are filled. Late application is not accepted.

Login

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

[✓ Login]

💡 Forgot Password?   📄 Register as a new user

1. Visit CCE website (https://isw.um.edu.mo/ceas/faces/login), within the application period, input ID Number and Password to click "Login" button to enter Course Enrollment webpage.

[📋 Enroll] [← Back] [f Share on Facebook] [🐦 Share on Twitter] [🅿 Print]

Course Detail Information

Category
Language

Course Code
CCE-3

Course Name
Certificate

2. Select the course either *Certificate in IELTS Preparation* OR *Certificate in IELTS Preparation - Writing and Speaking* to enter Course Detail Information webpage, then click "Enroll" to enter Enrolled Course(s) webpage.

[➡ Next]

Enrolled Course(s)

Year/Month 2025/10

Course Certificate

Application Fee MOP100.00

Tuition Fee MOP5,400.00

3. Click "Next" to enter Personal Information webpage

[📋 Submit]

Personal

Once the application form is submitted, personal information can only be changed by submitted a request form to admin, please click "Personal"=>"My Profile"=>"Change personal information request" button.

ID Name in English CHAN TAI MAN

ID Name in Chinese 陳大文

Other

Education Level

* Schooling Bachelor

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> [Choose File] No file chosen   [⬆ Upload]

<Please Select Type>
Copy of I.D. Card
Academic qualification
Work Certificate
Construction Sector Occupational Safety Card
License / Accreditation for Medical Staff
Recent color photo
Others

4. Complete textboxes and options marked with Asterisk (*), follow 4.1 and 4.2 for uploading the required documents, then click "Submit" to complete the form

4.1 Tips to upload document(s): Upload one after another

ID card	UM student card / UM alumni card
i/ Select "Copy of I.D. Card" from the drop-downs menu of "More File(s)"	i/ Select "Others" from the drop-downs menu of "More File(s)"
ii/ click "Choose File" to select the document	
iii/ click the "Upload" button	

All documents shall be .pdf, .jpg and .png; and the maximum file size is 20MB.

File 1 Chan Tai Man_ID.pdf (Copy of I.D. Card) [🗑 Delete]

File 2 Chan Tai Man_current UM student card.pdf (Others) [🗑 Delete]

4.2 The webpage will show the relevant document(s) upon successful uploading.

Application Submitted

✅

Your application form was successfully submitted.
We will send an email to you within 2 days to confirm your application.
Thank you.

5. The application screen will show this message upon successful submission of the form. **CCE System Admin will send an email to the mailbox for confirmation.**
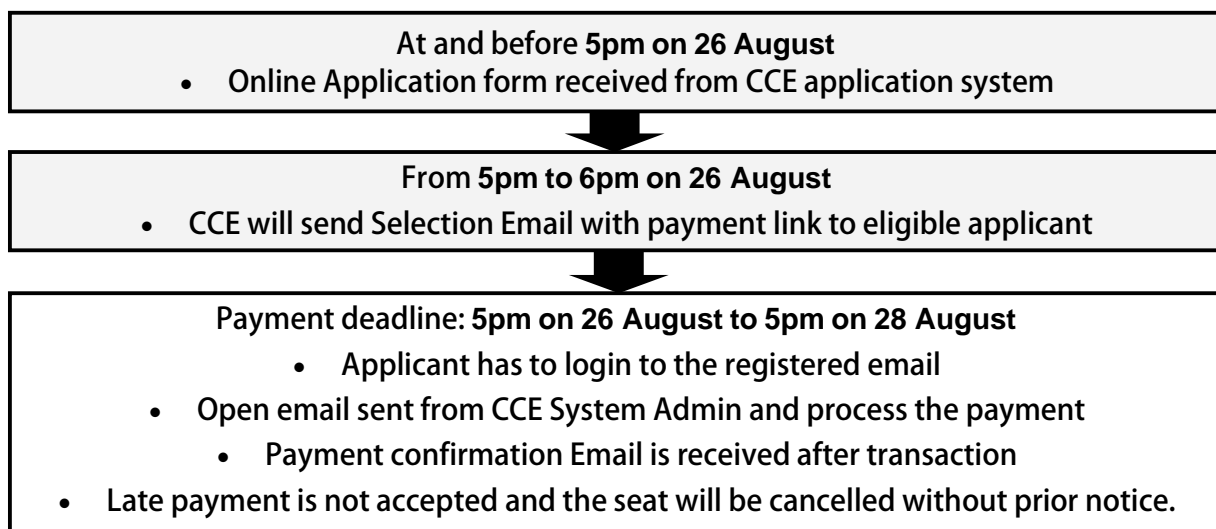
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Step 3: Admission and Payment

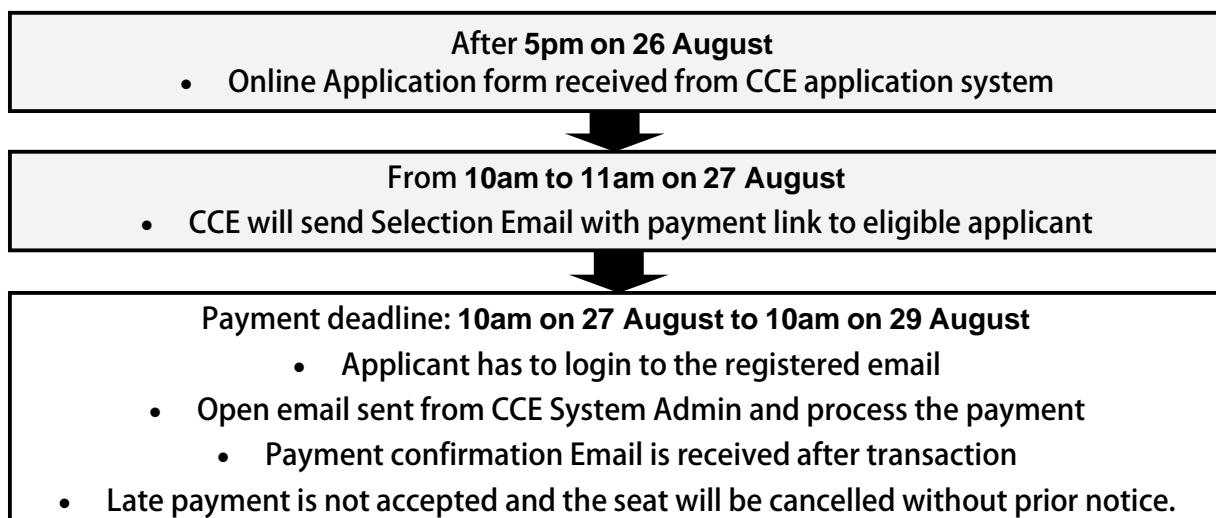Eligible applicant has to pay the fees within the payment deadline.

Late payment is not accepted and the seat will be cancelled without prior notice.

- As the seats are on a first-come and first-served basis, CCE will accept the form according to the sequence that the system received. Eligible applicants will be confirmed by email and SMS for payment. The fees have to be paid before the deadline, otherwise, the seats will be cancelled.

- After the payment deadline is gone, CCE will fill up the seats if there are still vacancies, according to the sequence. Eligible applicants will be confirmed by email and SMS for payment. The fees have to be paid before the deadline, otherwise, the seats will be cancelled.

- Eligible applicant is the one who enroll in the course. The seat cannot be transferred.

- CCE arranges two times a day (24 hours) to send payment links via email according to the forms received. Detailed arrangement and payment deadline are shown below. The online application period is from **10am on 26 August to 11:59pm on 5 October**. Applications received after 5pm on Fridays and during holidays will be processed by CCE in the order they were received on the first working day.

Example 1:

> **At and before 5pm on 26 August**
> - Online Application form received from CCE application system

↓

> **From 5pm to 6pm on 26 August**
> - CCE will send Selection Email with payment link to eligible applicant

↓

> **Payment deadline: 5pm on 26 August to 5pm on 28 August**
> - Applicant has to login to the registered email
> - Open email sent from CCE System Admin and process the payment
> - Payment confirmation Email is received after transaction
> - Late payment is not accepted and the seat will be cancelled without prior notice.

Example 2:

> **After 5pm on 26 August**
> - Online Application form received from CCE application system

↓

> **From 10am to 11am on 27 August**
> - CCE will send Selection Email with payment link to eligible applicant

↓

> **Payment deadline: 10am on 27 August to 10am on 29 August**
> - Applicant has to login to the registered email
> - Open email sent from CCE System Admin and process the payment
> - Payment confirmation Email is received after transaction
> - Late payment is not accepted and the seat will be cancelled without prior notice.

For enquires about the online application procedures, kindly contact CCE at 8822 4545 or cce.enquiry@um.edu.mo