* All UM students, who participate in outbound activities and programmes (such as, student exchange programmes, study abroad programmes, summer programmes, cultural programmes, study tours, student activities, etc) that are hosted by University of Macau, have to complete this Sheet before departure.
* This form is used to collect the contact details of you and your family in case of any emergency while at exchange institution.
* **Please complete this form and send it back to the hosting office of the programme before your departure.**
* **The hosting office of any student exchange programmes, study abroad programmes and other outbound activities and programmes that last for or over a month will need to send a copy of the student’s Emergency Contact Sheet to Global Affairs Office for record.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1 – Personal Particulars** | | | | | | | | |
| Name in English:  (As printed in ID) |  | | Name in Chinese:  (As printed in ID) | |  | | Student No.: |  |
| Faculty: |  | | | Department: | |  | | |
| Major: |  | | | Year of Study: | |  | | |
| ***Personal Contact Information*** | | | | | | | | |
| Mobile No.: | | ( ) | | Home No.: | | ( ) | | |
| Address in English: | |  | | | | | | |
| Address in Chinese: | |  | | | | | | |
| UM Email: | |  | | | | | | |
| Personal Email: | |  | | | | | | |

|  |  |
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| **Part 2 – Particulars of Activity or Programme** | |
| Types of Activity or Programme *(tick one only)*: | □Student Exchange Programme  □Study Abroad Programme *(please specify)*:  □Others *(please specify)*: |
| Exchange Institution / Organizer: |  |
| Exchange Destination *(City, Country)*: |  |
| Exchange Period: | From / / To / /  DD MM YY DD MM YY |
| Hosting Office in UM: |  |

|  |  |
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| **Part 3 – Emergency Contact of Family Member** | |
| Name of Contact Person (Chinese):    (English): |  |
|  |
| Relationship to Student: |  |
| Mobile No. of Contact Person : | ( ) |
| Home No. of Contact Person: | ( ) |
| Address: |  |
| Email: |  |

**Personal Data Collection Statement**

1. The University of Macau being a public institution of higher education as set in Law No. 1/2006, will process the personal data collected on this form for activity organization, service providing and contact purpose.
2. Due to the needs of the activity or service, the personal data on this form may be transferred to other organizations in or outside Macao.
3. The applicants have the right to access, rectify or update their personal data stored at UM.
4. The personal data circulated on the network may be at risk of being used by unauthorized third parties.