



澳門大學
UNIVERSITY OF MACAU
博彩研究所
INSTITUTE FOR THE STUDY OF COMMERCIAL GAMING (ISCG)

DIPLOMA IN CASINO MANAGEMENT

APPLICANT'S GUIDE

A. BASIC APPLICATION REQUIREMENT

Applicants who are currently working in gaming industry and have completed secondary school or higher level of education are preferred.

B. APPLICATION FORM GUIDELINES

1. A1. Please enter your name in full (with surname first and in capital letters). The name used must be the same as that shown on your passport or I.D. Card.
2. A5. Please enter the number of your passport or I.D. Card and attach a photocopy.
3. B1. Enter your present occupation. For example:
If you are a dealer, enter “**GAM**” and “**DEA**” in the box next to the Industry Code and Position Code respectively.
4. PAYMENT SLIP : For applicants applying by paper form only. Online application is not required.

C. DOCUMENTS REQUIRED

- 4.1 Application Form (FORM/008)
- 4.2 1 recent color photo
- 4.3 1 copy of I.D. Card
- 4.4 Certified copy of the highest attained certificate
- 4.5 Declaration Form (FORM/011)
- 4.6 Payment Slip (FORM/009) – For applicants applying by paper form only. Online application is not required.

D. APPLICATION FEE

The application fee is MOP100. Application fee must be paid at the time when a student submits an application form. Application fee is not refundable unless the module is cancelled by ISCG. Qualified applicants not admitted the first time are not required to pay application fee when the same diploma is re-applied in the future.



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APPLICATION METHOD

Submission of Application	Payment Method (1MOP=1HKD)	
	Application Fee	Tuition Fee
<p>Hand in Application:</p> <ul style="list-style-type: none"> ● Date: 25/06/2018 to 06/07/2018 ● Time: Monday to Friday, 09:30a.m.~12:30 p.m. and 2:30 to 5:00 p.m. ● Submit the application form and the (*) <u>required documents</u> to: Room 2035/2042, 2nd Floor, Faculty of Business Administration E22, Avenida da Universidade, Taipa, Macau, China, University of Macau 	Cash	<ul style="list-style-type: none"> ● Local bank cheque ● Local bank draft ● On line payment by VISA or MASTER Card
<p>On Line Application:</p> <ul style="list-style-type: none"> ● Period: 25/06/2018 at 09:30 a.m. to 06/07/2018 at 5:00 p.m. (24 hours) ● Please go to this link http://www.umac.mo/iscg/courses/CMdip_form.html <p>Note: Please upload all the (*) <u>required documents</u> to the web.</p>	On Line Payment by VISA or MASTER Card	

* *Required Documents: Please refer Applicant's Guide (INFO/001). Application may not be considered if required documents are not submitted by deadline.*

- E. The information provided is for admission purposes only and it will be kept in strict confidential.
- F. Our Institute reserves the right to make any alterations to a course/programme that is considered to be necessary without prior consultation.
- G. Our Institute reserves the right to cancel a course/programme if there is insufficient number of enrolment.
- H. All fees paid are not refundable except as statutorily provided or under very exceptional circumstances.
- I. Request for fee refund will have to be submitted to the Institute in writing. For details, please visit the website: http://www.umac.mo/iscg/courses/CMdip_notice.html
- J. The receipt is not a guarantee that your application has been accepted. We will inform you of the selection result as soon as possible after the closing date for application.
- K. For leave application, students have to submit a written application with appropriate supporting document such as medical certification or a company letter, the latest within 5 days after the leave.



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- L. A Diploma is awarded to a student who has attended 80% of each course and got a passing grade (D and above) in the examination of each course.
- M. Students have to attend 80% of the classes before they are allowed to take the examination.
- N. Visit our website <http://www.umac.mo/iscg/courses/CMdiphome.html> for the following items:
- Table of Fees and Charges
 - Regulations of Payment, Withdrawal, and Refund of Tuition Fee
 - General Regulations
 - Guidelines for Cancellation of Classes or Examinations During Typhoon and Rainstorm
 - Class Schedules