



澳門大學

UNIVERSIDADE DE MACAU

## PAYMENT INSTRUCTIONS

(Applicable to Students Payments from Outside Macau)

Students should settle the **designated amount**<sup>I</sup> on or before the **payment due date**<sup>II</sup> as stated in the “E-Debit Note” or “Debit Note” issued by the University through the following means:

### 1. Payment by Telegraphic Transfer (T/T)

Student can make a remittance directly to either one of the following bank accounts of the University of Macau through any local banks in his/her own country. Student should provide the listed information in English in the remittance application, so as to ensure the clarity and validity of each transfer.

Items	Bank Account at BOC (Macau Branch)	Bank Account at BNU	Bank Account at ICBC (Macau Branch)
Payee's Bank	BANK OF CHINA, MACAU BRANCH	BANCO NACIONAL ULTRAMARINO, S.A.	INDUSTRIAL AND COMMERCIAL BANK OF CHINA, MACAU BRANCH
Payee's Bank Account No.	01-01-20-788897	130227-114-2	0108000100000020575
Address of Payee's Bank	NO. 323 AVENIDA DOUTOR MARIO SOARES, MACAU	AVENIDA ALMEIDA RIBEIRO 22, MACAU	ALM. DR. CARLOS D' ASSUMPCAO, NO. 393-437, ANDAR E-H EDF. DYNASTY PLAZA, MACAU
SWIFT Code of Payee's Bank	BKCHMOMX	BNULMOMX	ICBKMOMX
Payee	UNIVERSITY OF MACAU		
Address of Payee	UNIVERSITY OF MACAU, AVENIDA DA UNIVERSIDADE, TAIPA, MACAU, CHINA		
Remarks	Student Number, Student Name, Debit Note Number, Purpose of Payment and Contact Information (e.g. Email Address and Phone Number) (This part is compulsory for easy identification of individual remittance)		

Please contact your bank if you have any queries of remittance. All remittance charges should be borne by payer. Students should write his/her student number and contact information (e.g. email address and phone number) on the receipt and email to Treasury Section of Finance Office at **fo@umac.mo**. Students should keep the receipt properly for future reference. The remittance required around 7 working days to process. If payments received by UM cannot be verified or the payment is not sufficient for outstanding fees, students will be requested to make supplementary payment. Students should ensure their remittance is received by UM on or before due date. Otherwise, payment will be considered late and overdue administrative charge will be charged.

### 2. Payment by Cashier Order / Bank Draft (Post-dated/Personal cheques are not accepted)

Students can purchase a cashier order/bank draft<sup>III</sup> payable to the “**University of Macau**”. The payment order should be enclosed with detailed information include student name, student number, purpose of payment and contact information (e.g. email address and phone number).

In order to avoid postal delay and to ensure that they are received before the payment deadline, please deliver the payment order together with the enclosures by registered post or by courier to the following address:

Treasury Section of Finance Office, Room 1012, Administration Building,  
University of Macau, N6, Avenida da Universidade, Taipa, Macau, China

<sup>I</sup> All fees are charged in MOP. Any payments in foreign currency should be made equivalent to the payable amount. Students are required to settle the underpayment due to the conversion of foreign currency to MOP.

<sup>II</sup> Payments should be made before the stated due dates; otherwise late payment will only be accepted with endorsement obtained from relevant office and overdue administrative charge (MOP20 per day, maximum 3% on the overdue payment) will be levied.

<sup>III</sup> For handling of payment by cashier order or bank draft not issued by Macau local banks, a fee of MOP50 per payment order will be levied by the banks. The said fee will vary according to the actual amount charged by banks and the University retains the rights to claim for any underpayments as a result of bank charges.