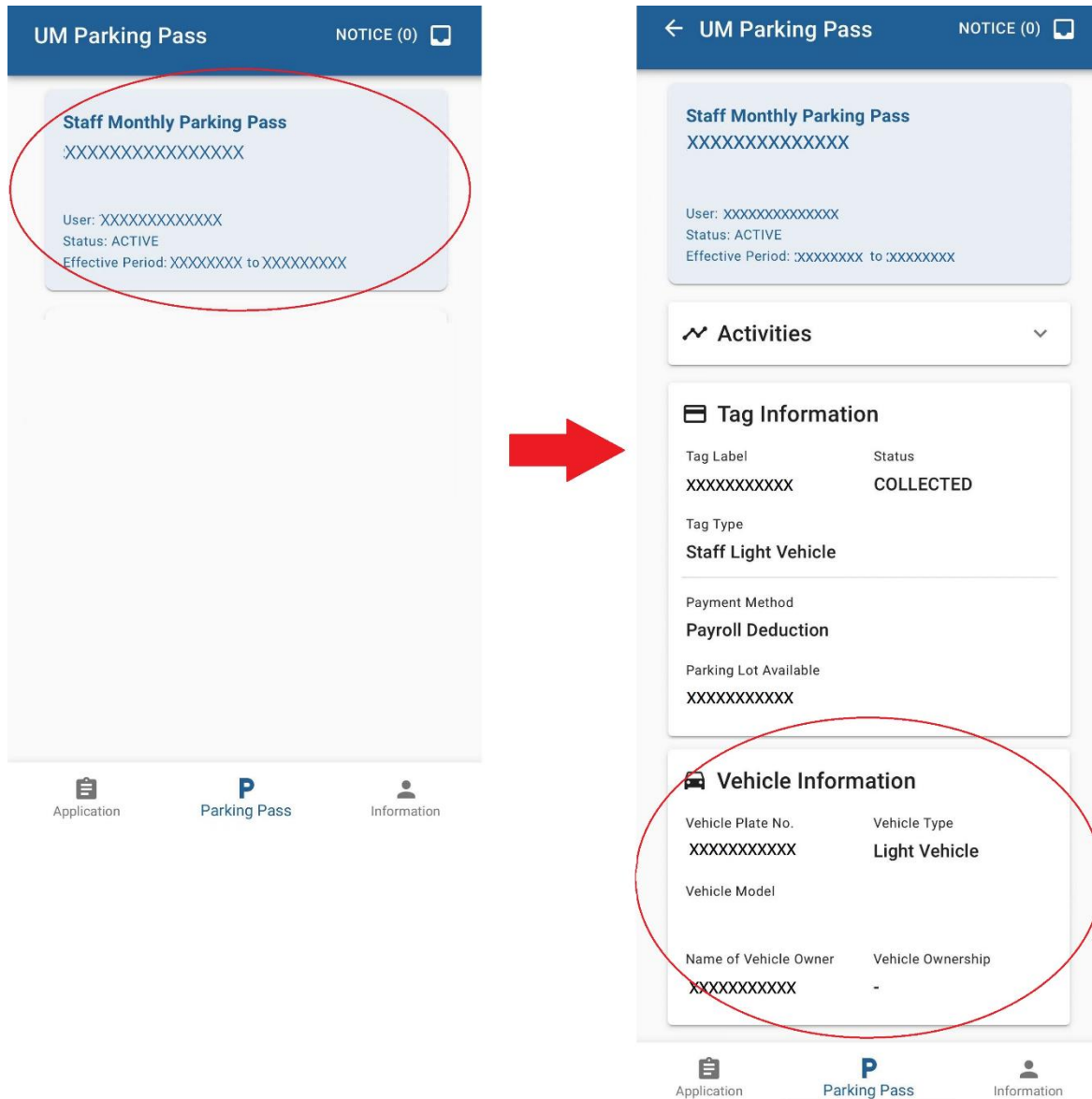


UM Monthly Parking Pass Application System - Function for Staff Monthly Pass Renewal (Only for staff whose parking fee is deducted from his/her monthly salary)

1. Log in the **UM Monthly Parking Pass Application System** (<https://isw.um.edu.mo/parkmpapp/>) → Select the tab “Parking Pass” → Select the Monthly Pass to be renewed → Check if the vehicle plate number and the vehicle ownership information are correct.



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2. When the vehicle plate number and the vehicle ownership information are correct, then select the tab “Pass Renewal”. For UM residents holding 2 monthly passes, they should submit renewal applications respectively.

The image shows a mobile application interface for the UM Parking Pass system. On the left, the 'UM Parking Pass' app screen is displayed with a blue header and a grid of options: 'NEW PASS APPLICATION', 'UPDATE VEHICLE DETAILS', 'UPDATE PERSONAL INFORMATION', 'PARKING TAG REISSUANCE', 'CHANGE PAYMENT METHOD', 'TERMINATION', and 'PASS RENEWAL'. A red circle highlights the 'PASS RENEWAL' option, with a red arrow pointing to it from the bottom navigation bar. The bottom navigation bar has three tabs: 'Application', 'Parking Pass', and 'Information'. A red arrow labeled '1.' points to the 'Application' tab. A large red arrow points from the 'PASS RENEWAL' option to the right-hand screen. The right-hand screen is titled 'Pass Renewal' and shows a 'Staff Monthly Parking Pass' card with placeholder text: 'XXXXXXXXXXXXXXXXXXXX', 'User: XXXXXXXXXXXXXXXXXXXX', 'Status: ACTIVE', and 'Effective Period: XXXXXXXX to XXXXXXXX'. A red circle highlights this card. At the bottom of the right-hand screen is a 'CANCEL' button.

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3. If the vehicle owner is the monthly pass holder: choose the preferred renewal period and submit the application (Remark: The maximum validity of a staff monthly pass shall be 12 months);


Pass Renewal - Staff Monthly Parking Pass


I. Pass Information

Vehicle Type Vehicle Plate No.
Light Vehicle XXXXXXXXXXX

Effective Period
2022-01 to 2022-03

II. Renewal Information

From
2022 - 01 
(Format: yyyy - MM)

1. To
2022 - 12 
(Format: yyyy - MM)

III. Declaration

2. I have read and agreed to observe the "University of Macau Parking Management Rules"[☞](#), related Guides[☞](#) and the "University Privacy Policy"[☞](#).

CANCEL

3.

UM Monthly Parking Pass Application System - Function for Staff Monthly Pass Renewal (Only for staff whose parking fee is deducted from his/her monthly salary)

4. When the vehicle owner is the spouse or first degree relatives (i.e. parents or children) of the monthly pass holder: staff shall upload the proofs of the relationship with the vehicle owner, such as birth certificate, marriage certificate or certificate of kinship, etc. Then choose the preferred renewal period and submit the application (Remark: The maximum validity of a staff monthly pass shall be 12 months).

Pass Renewal - Staff Monthly Parking Pass

I. Pass Information

Vehicle Type Vehicle Plate No.
Light Vehicle XXXXXXXXXXXX

Effective Period
2022-01 to 2022-03

II. Renewal Information

1. From To
(Format: yyyy - MM) (Format: yyyy - MM)

2.
(Size: < 4MB, Types: jpeg, jpg, jpe, pdf)

*According to item 7 of article 9 of the revised "University of Macau Parking Management Rules", the vehicle registered shall be owned by the monthly pass holder or by their spouse or first-degree relatives by consanguinity or by affinity (i.e., Parents and Children), who shall authorize the pass holder to use the vehicle. Therefore, staff shall submit the proofs of the relationship with the vehicle owner, such as birth certificate, marriage certificate, or certificate of kinship.

III. Declaration

3. I have read and agreed to observe the "University of Macau Parking Management Rules" , related Guides and the "University Privacy Policy" .