UM Monthly Parking Pass Application System – User Guide for Students
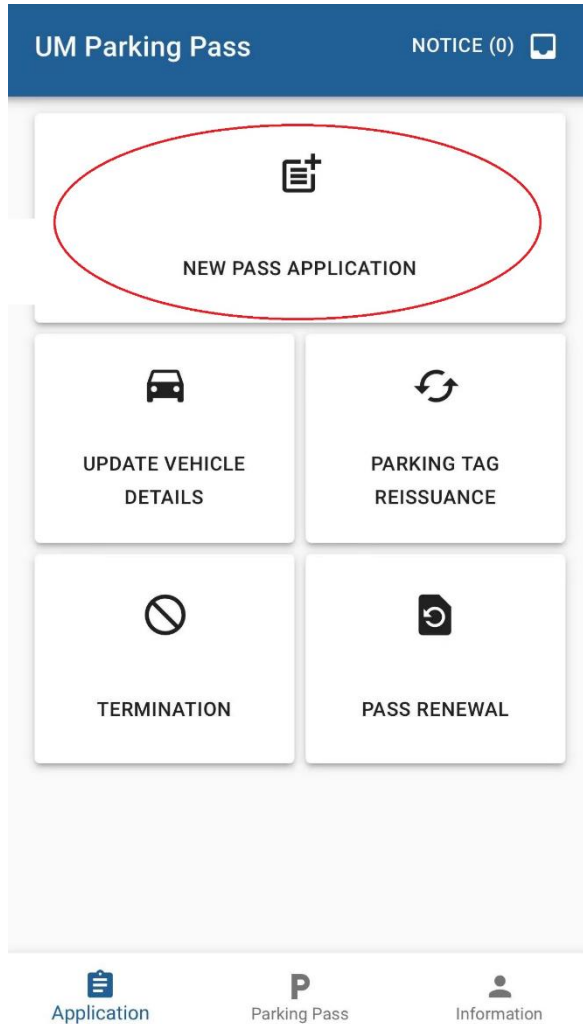
UM Monthly Parking Pass Application System (https://isw.um.edu.mo/parkmpapp/) is a web-based application in which students can apply new monthly pass, update vehicle details, request for parking tag reissuance and submit termination application.

1. <u>New Pass Application:</u> Go the Index page (i.e. the tab "Application") and select the tab "New Pass Application".

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2. <u>Update Vehicle Details</u>: on the "Application" page → Select the tab "Update Vehicle Details" → Select the Monthly Pass to be updated → Fill in the information, updte the required documents and submit the application;

   (Attention: according to the new revision of "The University of Macau Parking Management Rules", the vehicle registered shall be owned by the monthly pass holder or by his/her spouse or first degree relatives by consanguinity or by affinity (e.g. parents and children). If the vehicle is owned by the above people, **students should select "Update Vehicle Details", upload the proofs of the relationship with the vehicle owner, such as birth certificate, marriage certificate or certificate of kinship, etc. Students can renew the monthly pass once the application is verified.**)

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3.   Termination: on the "Application" page → Select the tab "Termination" → Select the Monthly Pass to be terminated → Fill in the pass return method and location, and submit the application. Please be reminded to hand in the monthly pass to the specified location afterwards.

(Attantion: When the vehicle owner is not the monthly pass holder, or his/her spouse or first degree relatives: student CANNOT renew the monthly pass and should submit the termination application)