

1) Student number

Initial registration  
 Information update  
 Join the class during the academic year

\_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_

Academic year

Last academic year			
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Registration Information	2) School code			3) School name			
	4) Grade*		5) Class*		6) No. in class		7) School entrance date * yyyy / mm / dd

Student's Personal information	8) Chinese name		9) Foreign name or name in transliteration				
	10) Sex	11) Date of birth		12) Place of birth			
	<input type="checkbox"/> Male <input type="checkbox"/> Female	yyyy / mm / dd		<input type="checkbox"/> Macao <input type="checkbox"/> Mainland China <input type="checkbox"/> Others (Please specify)			
	Identification document	13) Type					14) No.
		<input type="checkbox"/> Macao SAR Permanent Resident ID Card <input type="checkbox"/> Other (Please specify) <input type="checkbox"/> Macao SAR Non-Permanent Resident ID Card					
	Identification document	15) Place of issuance		16) Date of current issue *		17) Date of validity	
		<input type="checkbox"/> Macao <input type="checkbox"/> Mainland China <input type="checkbox"/> Others (Please specify)		yyyy / mm / dd		yyyy / mm / dd	
	Period of stay *	From	18) Date of issue		To	19) Date of Validity	
			yyyy / mm / dd			yyyy / mm / dd	
	20) Nationality *	21) Native place *		22) Accommodation district overnight			
			<input type="checkbox"/> Macao / Taipa / Coloane <input type="checkbox"/> Mainland China <input type="checkbox"/> Others (Please specify)				
Residential address	23) District				24) Street name		
	<input type="checkbox"/> Macao <input type="checkbox"/> Taipa <input type="checkbox"/> Coloane <input type="checkbox"/> Mainland China (Please fill in the Postal Code)						
	25) Door No., Bld. Name, Block, Floor, Apt. No				26) Contact phone No.		
					Home: Mobile:		
27) Father's name				28) Occupation			
29) Mother's name				30) Occupation			
Guardian	31) Relationship with the student		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Others (Please specify)		32) Mobile * number		

Guardian *	33) Name of guardian		34) Occupation			
	Residential address	35) District		36) Street name		
		<input type="checkbox"/> Macao <input type="checkbox"/> Taipa <input type="checkbox"/> Coloane				
	37) Door No., Bld. Name, Block, Floor, Apt. No				38) Contact phone No.	

Optional	39) Name of contact person in case of emergency		40) Relationship with the student			
	Residential address	41) District		42) Street name		43) Signature of guardian
		<input type="checkbox"/> Macao <input type="checkbox"/> Taipa <input type="checkbox"/> Coloane				
	44) Door No., Bld. Name, Block, Floor, Apt. No		45) Contact phone No.			

46) Remarks						
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\* Please note in the "instruction" section for item with \*.

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
yyyy mm dd

Seal of the school

## Instruction

**Purpose:** This form collects student information necessary for registration at the Education and Youth Affairs Bureau.  
**Other information:** If you choose not to complete the non-mandatory information items, please cross the box with a diagonal line. Do not leave the box blank.

- Students registering for the first time should complete this form and return it together with the copies of valid identification documentation and the related residence/stay document
- For students previously registered:
  - If Resident Identity Card is used for registration, the copies of the related identity card and identification documents need only be submitted if there has been a change in the ID number, student's name or parents' names. If the residence document or stay document is used for registration, a copy of valid residence or stay document should be submitted for each registration.
- This form can be used at any time within the academic year to update personal information. In updating the information, just cross out the old information and fill the new information in the original space with a pen that does not use black ink.
- This form may also be used by students who register for the first time or who have registered before, but join the class during the academic year. Completion of the whole form is required for first registration. Students who have previously registered should insert a "✓" in the box for "Join the class during the academic year" and fill in Items 1 to 9, Items 13 and 14 (Should there be any change to other items, then those details should also be updated) .

Item	Instruction
4)	Please refer to appendix 2 "Grade code list" of the School Working Guide.
5)	It should be in English and in capital letters and be designated by the school.
7)	Only for student joining the class during the academic year. This date shall be the first day on which the student actually attends class in this academic year.
18), 19)	If a student is not a holder of an identification document issued by the Macao SAR, then the student should fill in the "stay information" issued by the Macao SAR (Please refer to section 5 "Explanation on identification document" and Appendix 1 "Type of identification document" of the School Working Guide), and attach a copy of the valid documents.
20)	Please fill in the nationality in accordance with the regulations of the "Nationality Law of PRC" and "Interpretation of several issues on the implementation of 'Nationality Law' in Macao SAR by the Standing Committee of National People's Congress". Refer to the DSEJ web page at <a href="http://www.dsej.gov.mo">http://www.dsej.gov.mo</a> .
21)	Optional. Please fill in the province, county or city name for Chinese and fill in the country for non-Chinese.
32)	To provide better follow-up for "Compulsory education", additional information of mobile phone numbers of parents and/or guardians are also collected.
33 – 38)	Please provide information on the guardian, if the guardian is not the student's parents or has a different residence from that of the student.
43)	If there are no changes in the non-mandatory parts of the form, it is not necessary for guardians to sign.