



教育暨青年局  
Direcção dos Serviços de  
Educação e Juventude

Academic Year 2020/2021

# Central Registration for Children Entering Kindergarten for the First Time

An illustration featuring a large magnifying glass with a black handle and frame. The lens is focused on the text 'Registration Period 2020.1.6-20' which is written in blue on a light blue circular background. This background is part of an open book with white pages and a red cover. To the right of the magnifying glass, a cartoon family is depicted: a woman with short black hair, wearing an orange sweater and a black skirt, holding the hand of a young boy. The boy has black hair and is wearing a blue school uniform with a yellow tie and white shoes. The entire scene is set against a background of faint, stylized icons related to education and science.

**Registration Period**  
**2020.1.6-20**

**Central Registration helps avoid parents rushing about**  
**Online Confirmation is quick and convenient**



## Aims

To optimise schools' enrolment mechanism, simplify the procedures that parents complete for their children entering kindergarten for the first time and enable parents to confirm which school to enrol their children as early as possible.

## Eligibility

Macao residents aged 3 by 31<sup>st</sup> December, 2020, who will enrol in infant education in Macao for the first time<sup>Note 1</sup>.

# Timeline(year 2020)

1	Enrolment information	From 1 <sup>st</sup> January onwards
2	Central Registration	Parents register on the DSEJ website or at the DSEJ counters <sup>Note 2</sup> Between 6 <sup>th</sup> and 20 <sup>th</sup> January
3	Schools release the interview dates and time	Between 18 <sup>th</sup> and 21 <sup>st</sup> February
4	School admission interviews	Between 1 <sup>st</sup> and 29 <sup>th</sup> March
5	Release of the admission list and the period for online confirmation	Release of the admission lists on the DSEJ website and at schools 3 <sup>rd</sup> April Parents check the admission lists and confirm which school to enrol their children on the DSEJ website Between 3 <sup>rd</sup> and 5 <sup>th</sup> April
6	Parents of admitted students register at schools in person	Between 6 <sup>th</sup> and 8 <sup>th</sup> April (on school working days)
7	Release of the admission list of waitlisted students and parents of waitlisted students go in person to process registration/ school transfer procedures	Between 9 <sup>th</sup> and 29 <sup>th</sup> April (on school working days)
8	Enrolment at other schools	From 14 <sup>th</sup> April onwards

Note 1: To enrol in Macao schools, non-Macao residents must possess a stay or residence permit for over 90 days issued by the authorised entity of the Macao SAR.

Note 2: Before registration, please prepare the child's recent digital photo which meets the requirements.



**1/6 – 1/20**  
**Central  
Registration**



**2/18 – 2/21**  
**Schools release the  
interview dates and  
time**



**3/1 – 3/29**  
**School admission  
interviews**



**4/3 – 4/5**  
**Parents check the  
admission lists on the  
DSEJ website and parents  
of admitted students must  
confirm which school to  
enrol their children**



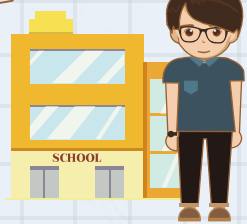
**4/6 – 4/8**  
**Parents of admitted  
students register at  
the school**



**4/9 – 4/29**  
**Schools release the admission  
lists of waitlisted students;  
parents of waitlisted students  
register or complete the  
school transfer procedures at  
the school**



**From 4/14  
onwards**  
**Enrolment at other  
schools**



## 1. Enrolment information (From 1<sup>st</sup> January onwards)

- ★ Parents visit the webpage of the “Central Registration for Children Entering Kindergarten for the First Time” or “A Guide to School Admission” on the DSEJ website at [www.dsej.gov.mo](http://www.dsej.gov.mo) to consult the enrolment information of schools in Macao.
- ★ The admission regulations of different schools can be consulted through the links provided on the DSEJ website.

## 2. Central Registration (Between 6<sup>th</sup> and 20<sup>th</sup> January)

- ★ Central Registration enables parents to register with the preferred schools online and input the “basic information” for enrolment as well as the “supplementary information” as requested by the selected schools.

1

Visit the website at [www.dsej.gov.mo](http://www.dsej.gov.mo)  
→select “Central Registration for Children Entering Kindergarten for the First Time” →Central Registration

2

Input the information of the **child and his/ her parents/ guardian**. An SMS with a **verification code** will be sent as notification after the submission of the information. Input the **verification code** and click the button “Submit” .

3

A maximum of 6 schools can be selected.

Parents should learn about the missions, characteristics and admission regulations of different schools before registering with the school(s).

4

Input the “**basic information**” according to that on the identification document(s) and upload the **child’ s recent photo which meets the requirements**. Then, click the button “Submit” .

5

Input the “**supplementary information**” as requested by the **registered school(s)**. Then, click the button “Submit” .

6

An SMS will be sent within 24 hours to confirm the registration after submitting the information.

## Children who are Macao residents

Parents can register online. If they need assistance, they must bring the following documents to the DSEJ counters for registration.

Documents:

- ✓ 1 recent photo of the child, which meets the requirements
- ✓ The child's and his/ her father's/ mother's/ guardian's original and photocopy of identification document(s)

## Children who are non-Macao residents

Parents must bring the following documents to the DSEJ counters for registration.

Documents:

- ✓ 1 recent photo of the child, which meets the requirements
- ✓ The child's and his/ her father's/ mother's/ guardian's original and photocopy of identification document(s)
- ✓ The "Slip of Authorisation to Stay" issued by the authorised entity of the Macao SAR or proof document(s) related to the child's application for a stay or residence permit from the authorised entity of the Macao SAR

## Guidance notes for registration:

- ★ Schools set no limit to the number of registrants and interviews. There is also no priority for early registration in the Central Registration System. Therefore, parents need not rush to be the first to register.
- ★ It must ensure that all the registration information is complete and correct. Incorrect registration information may lead to the cancellation of interview(s) by the school(s).
- ★ If parents register their children at foreign language school(s), parents should input the relevant information in the language as required by the school(s).
- ★ Parents must take note of the admission regulations released by the schools selected for their children to attend, pay attention to the interview dates and time of different schools before registering with the schools to reduce the chance(s) of time clash between interviews.
- ★ Specifications of the child's recent photo: ID photo taken in full face, without wearing a hat. (For sample, please refer to the related guidelines on the website at [www.dsej.gov.mo](http://www.dsej.gov.mo).)
- ★ For twin/ multiple birth children, parents are recommended to register them with the same valid Macao mobile phone number.
- ★ The name, gender, date of birth and identity card number of the child will be verified by the Identification Services Bureau.
- ★ Parents must agree that the personal information provided will be transferred to the school(s) selected for registration for the purpose of processing enrolment.
- ★ If the registration information must be amended, it must be updated by 20<sup>th</sup> January, 2020.
- ★ If Central Registration is completed through "General login", parents have to keep the SMS of verification code, so that they can log in to the DSEJ website later to consult, amend and confirm the registration information online.
- ★ If Central Registration is completed through the electronic platform of "Common Access to Public Services of the Macao SAR", the registration information must be consulted, amended and confirmed through the platform.

### 3. Schools release the interview dates and time (Between 18<sup>th</sup> and 21<sup>st</sup> February)

- ★ Parents should follow the interview dates and time released or informed by schools. If parents request to change the interview schedule for special circumstances, consent must be obtained from the school. The school(s) can rearrange the interview date(s) and time in accordance with the actual situation.

### 4. School admission interviews (Between 1<sup>st</sup> and 29<sup>th</sup> March)

- ★ Parents must read the interview requirements of the school(s) in advance, and bring all the required documents to the school(s) for interview.

### 5. Release of the admission lists and the period for online confirmation (Between 3<sup>rd</sup> and 5<sup>th</sup> April)

Release of the admission lists on the DSEJ website and at schools  
3<sup>rd</sup> April



For parents who have completed the Central Registration, they have to log in to the DSEJ website:

- ✓ To check the admission status of their child
- ✓ To confirm which school to enrol their children online

- ★ Parents of admitted students must confirm which school to enrol their children on the DSEJ website within the designated period. School places will not be reserved if parents fail to comply with that.

- ★ If parents want to transfer their children to another school, it must be completed by 5<sup>th</sup> April, 2020.

**6. Parents of admitted students register at the school in person (Between 6<sup>th</sup> and 8<sup>th</sup> April)**

- ★ Within the designated period, parents have to bring their children's identification document(s) and register at the preferred school in accordance with the requirements of the school.



- ★ “School place reservation fee” for all new students should not be submitted before 6<sup>th</sup> April.

**7. Release of the admission lists of waitlisted students and parents of waitlisted students go in person to process registration/ school transfer procedures (Between 9<sup>th</sup> and 29<sup>th</sup> April)**

- ★ If a waitlisted child is admitted, his/ her parents should register within the period designated by the school.
- ★ If parents want to transfer their child to another school, they can, between 9<sup>th</sup> and 29<sup>th</sup> April, take the child's identification document(s) and go to the preferred school to complete the school transfer procedures. After successful registration, the parent will receive an SMS about the confirmation of the registration, if the parent has provided a valid Macao mobile phone number. Meanwhile, the school with which the child was originally registered will receive a message about the cancellation of the child's enrolment.

## 8. Enrolment at other schools (From 14<sup>th</sup> April onwards)

- ★ If a child has not yet been admitted to any school by 14<sup>th</sup> April, that is, after schools have released the admission lists of waitlisted students, or parents want to enrol their child in other schools, parents can visit the DSEJ website to check the status of K1 places available at different schools, and go to the schools that still accept enrolment for enquiries and registration.
- ★ Parents in need can apply for the “Consultation and arrangement of school places for students” provided by the DSEJ, so that school-age children’s access to education is ensured. They can contact the DSEJ for enquiries by phone or go to the DSEJ headquarters in person to apply for the service during office hours.

### Other notes

- ★ If a parent needs to authorise others to complete the formalities of Central Registration at the DSEJ counter, he/ she must fill in the letter of authorisation in advance (a sample letter of authorisation can be collected at the DSEJ counter or downloaded from the DSEJ website). The person authorised must take the completed letter of authorisation, his/ her original identification document(s), the child’s and his/ her father’s/ mother’s/ guardian’s original and photocopy of identification document(s) to the DSEJ counter(s) in person to complete the formalities of Central Registration.
- ★ In accordance with the provision of Clause 3 of Article 7 of Law No. 9/2006 - the “Fundamental Law of Non-tertiary Education System”, “Unless requested by the parent(s), students at infant education level should not be required to repeat any grade level”.
- ★ In view of the characteristics of physical and mental development of children and the features of their age, parents should not request the school to have their child repeating a grade unless for very special reasons, such as poor health.
- ★ If parents want to apply for grade repetition for their child at infant education level, they can make application to the school from 1<sup>st</sup> March onwards. The school will evaluate the student’s need for grade repetition in accordance with the application letter and related evidential documents as well as the actual situation.
- ★ The enrolment of students of different grades at primary and secondary education levels and non-first time infant education students will start from 1<sup>st</sup> March onwards, parents can register at the school(s).



## Explanatory Sessions for Parents 2019 (Public Sessions)

Date	Time	Venue
23 <sup>rd</sup> November (Saturday)	9:30a.m.-10:30a.m.	Colégio de Santa Rosa de Lima (Chinese Section) – Millennium Hall
	11:00a.m.-12:00p.m.	
	2:30p.m.-3:30p.m.	Saint Paul School – School Hall
	4:00p.m.-5:00p.m.	
2 <sup>nd</sup> December (Monday)	6:15p.m.-7:15p.m.	The DSEJ Headquarters – Confucius Conference Hall (1 <sup>st</sup> floor)
4 <sup>th</sup> December (Wednesday)	6:15p.m.-7:15p.m.	
7 <sup>th</sup> December (Saturday)	9:30a.m.-10:30a.m.	Fu Luen School – School Hall
	11:00a.m.-12:00p.m.	
11 <sup>th</sup> December (Wednesday)	7:00p.m.-8:00p.m.	Seac Pai Van Family and Community Service Centre of Macao General Union of Neighbourhood Associations
14 <sup>th</sup> December (Saturday)	2:30p.m.-3:30p.m.	Premier School Affiliated to Hou Kong Middle School – School Hall
	4:00p.m.-5:00p.m.	
17 <sup>th</sup> December (Tuesday) <small>Simultaneous interpretation will be provided in Portuguese and English.</small>	6:15p.m.-7:15p.m.	The DSEJ Headquarters – Confucius Conference Hall (1 <sup>st</sup> floor)

Please scan the QR code for further details or  
registration of the explanatory session.



## Service hours of the DSEJ counters

Date	DSEJ counters	Service Hours
Between 6 <sup>th</sup> and 20 <sup>th</sup> January (Monday to Sunday)	<b>Education and Youth Affairs Bureau</b> (Avenida de D. João IV, No. 7-9, 1 <sup>st</sup> floor, Macao)	9:00a.m.-6:30p.m.
Between 3 <sup>rd</sup> and 29 <sup>th</sup> April (Services as usual during the Ching Ming Festival, Easter Holidays, as well as on Saturdays and Sundays)	<b>Centre of Permanent Education</b> (Rua da Tribuna, No. 313, Edf. Jade Plaza, 3 <sup>rd</sup> floor, Macao) <b>Centre of Educational Activities of Taipa</b> (Rua de Bragança, Nova Taipa Garden, Lotes 24-26, Taipa)	2:30p.m.-6:30p.m.

### Webpage of Central Registration



DSEJ app



DSEJ account on Wechat  
Wechat ID: dsejmacau



Instagram  
@dsejmacau



Facebook page  
@dsejmacau



**For enquiries : 8397 2309**  
**Website : [www.dsej.gov.mo](http://www.dsej.gov.mo)**