



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Version: 001
Date: 30/10/2025

USER GUIDE OF STUDENT INSURANCE REQUISITION

General User Guide

UG	Title	User Guide of STudent Insurance requisition		
	Prepare By	SAO-SRS	Version	001

Table of Contents

Introduction.....	2
How to Log In	4
How to Create a New Form.....	4
Notification email.....	6

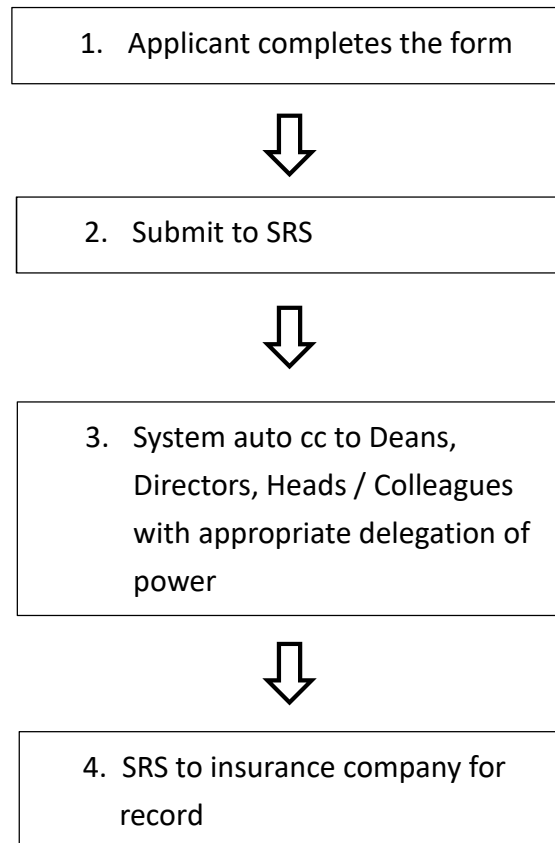
UG	Title	User Guide of STudent Insurance requisition		
	Prepare By	SAO-SRS	Version	001

Introduction

To continuously optimize the application workflow and minimize the administrative procedures, the Student Insurance Requisition Form has been revised with a streamlined process.

With the latest update, applicants are only required to complete the form. Approval from the corresponding Deans, Directors, Heads / Colleagues with appropriate delegation of power is no longer necessary, provided that appropriate delegation of authority is in place.

Please refer to the following illustration for more details



UG	Title	User Guide of STudent Insurance requisition		
	Prepare By	SAO-SRS	Version	001

The overall look and feel for the insurance requisition is showed as below:



學生保險申請表 **Student Insurance Requisition Form**

致 To: 學生事務部 Student Affairs Office

由 From:

日期 Date: 

電郵 E-mail:

聯絡電話 Contact No.:

活動資料 **Activity Details**

出發日期 Departure Date: 

回程日期 Return Date: 

地點 Destination:

學生人數 No. of Student:

活動簡介 Activity Description:

UG	Title	User Guide of Student Insurance requisition		
	Prepare By	SAO-SRS	Version	001

How to log in

1. Go to <https://go.um.edu.mo/t2hzchl5>
2. Enter your username (defaulted as the UMPASS login ID)
3. Enter your password (defaulted as the UMPASS login password)
4. Click the "Login" button

How to create a new form

1. Complete the required information



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學生保險申請表 Student Insurance Requisition Form

致 To: 學生事務部 Student Affairs Office

由 From: 1.選擇所屬部門
select which department you are

日期 Date: 2.選擇填表當天日期
select today

電郵 E-mail: 3.填寫您的電郵地址
fill in your e-mail address

聯絡電話 Contact No.: 4.填寫您的電話
fill in your contact no.

活動資料 Activity Details

出發日期 Departure Date: 5.填寫活動出發日期
fill in the activity departure date

回程日期 Return Date: 6.填寫活動回程日期
fill in the activity return date

地點 Destination: 7.填寫活動地點
fill in activity destination

學生人數 No. of Student: 8.填寫活動學生人數
fill in the activity student no

活動簡介 Activity Description:

9.填寫活動簡介
fill in the activity description

e.g. To participate in the badminton friendly competition with CUHK

UG	Title	User Guide of STudent Insurance requisition		
	Prepare By	SAO-SRS	Version	001

2. Please attach the student information in pdf format

學生資料 Student Information

請把學生資料以PDF格式上傳 (例: 姓名, 學生證號碼)

Please upload the student information with PDF format (e.g.: Name, Student Number)

 Add Attachment

← 檔案需為PDF格式
file in pdf format

Ref. no	English name	Chinese name	Gender	Student ID
1	Chan Siu Ming	陳小明	Male	DB123456
2	Chan Tai Ming	陳大明	Male	AB123456

3. Click the acknowledge button before submit the form

☒ 本人謹此確認已經閱讀及理解上述的注意事項且所提供的資料均正確無誤。
I do hereby acknowledge that I have read and understood the points stated in Note. I also confirmed that the information provided are completely true.

遞交 Submit

取消 Cancel

UG	Title	User Guide of STudent Insurance requisition		
	Prepare By	SAO-SRS	Version	001

Notification email

1. Notification email: Automatically send to the user for confirmation

Subject: Confirmation of Successful Submission: Student Travel Insurance Requisition Form (Ref No. T0XXX/SRS/2025)

Dear Colleague(s),

We are pleased to confirm that your Student Travel Requisition Form has been submitted successfully.

To ensure a smooth insurance claim application process, please be reminded to retain the following items during the student' trip:

1. Transportation tickets (e.g., bus, ferry, air or high-speed rail);
2. Original itemized medical receipts and reports;
3. Original theft of property reports from police, and theft reports from airline;
4. Original reports from airline for flight delay.

For the worldwide 24-hour emergency assistance, please contact the insurance company at (853) 6262 1489.

Attached you will find the details of coverage and reimbursement procedure for your reference.



S-015_Student_Travel_Insurance_Re

Should you have any enquiries about the Student Travel Insurance Requisition, please feel free to contact Mr. Duncan Ho at 8822 9902 / Ms. Stella Ngai at 8802 9912, or email sao.services@um.edu.mo.

Link : <https://webdocs.um.edu.mo/sites/eform/sao/srs/Lists/Student%20Insurance%20Requisition%20Form/DispForm.aspx?ID=XXX>

Best Regards,

Student Resources Section

Student Affairs Office

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