

Notice on Class of 2019 Graduation Photo Shooting

Dear students:

The graduation photo will be taken on 10th March 2019, here are the details of the arrangement:

Date	Time	Location	Content
3/10	9:00-18:00	University Hall (N2)	All graduates (Except N2, the campus is available for all relatives and friends)

Venue: **University Hall (N2)**

Date: 10th March, 2019

Time: 9:00 – 18:00

Photography Company: **MAXIM'S PHOTO SUPPLIES**

Adresse: RUA DO COMPO NO.301-303, MACAU

Tel: 2837 6850, 2833 5628

For application:

Date: 17-18 February, 2019

Venue: S3-G017

Office hour: 11:00—19:00

Payment is made by cash, please tender the exact amount, no exchange rate will be counted.

Payment by the representative is acceptable. The following information:

Student's Faculty, Major, Name, Student ID and contact number must be provided for the application. The late application is not accepted.

Please take good care of your receipt. It is needed to enter the graduation photo shooting site, and it is needed for receiving the photo.

Charges of the photo-taking and Photo Set:

(The price included the charges for Photographer, Assistants, and the graphic adjustment)

TYPE:	Price
A photo with 8x12 inches (for department)	150 MOP
A photo with 10x12 inches (for faculty)	
A photo with 12x18 inches (for 2019 graduates)	
laminated photos & a CD	

The academic dress of Graduates:

Graduates are required to wear a long-sleeve white shirt, black trousers, black tie, simple black shoes, formal gown with hood and cap. (Female Graduates can choose to wear black skirt with black-long stockings, and proper high heel shoes).

The tassels of the cap have to be placed on the right side while taking photos.

Please refer to the link for the requirements of academic dressing of Post-graduates:

<http://reg.umac.mo/graduation/acad-dress/>

Points to Note :

1. Please arrive on time for registration and prepare for the photo shooting. No make-up service will be provided for the absentees.
2. Please wear the formal academic dress and bring the receipt for the photo shooting. Only the students with the receipt are allowed to join the photo shooting.
3. Please follow the shooting schedule exactly. If the major is not able to follow the schedule due to the latecomers (more than the half of the major), no make-up shooting will be provided.
4. The family and friends are NOT allowed to enter the University Hall N2 for maintaining the order of the activity.
5. The final version of the photographs is expected to be done by the end of

May or June. The committee will announce the date for collecting the photo once the final version of the photo is done. If you cannot collect it personally, you can authorize the representative to collect it. If you cannot collect the photo within the scheduled time, additional administrative fee MOP20 will be charged. The ordered photo will be kept for two months since the date of the announcement. The uncollected photos will be disposed of after two months.

If there is any inquiry, please free to contact by
umpa.gradcom@um.edu.mo or WeChat ID: UMPABEST

2018/2019 Graduation Committee of

UMPA