



N1 Guest House Application Form

Application Unit Details			
Applicant's Name		Faculty / Department Name	
Office Email		Extension / Contact No.	

Room Rate				
Room Type	Single Room MOP700 per night	Shared Room MOP800 per night	Superior Single Room MOP800 per night	VIP Suite MOP2,000 per night

Accommodation Details						
Title	Last Name	First Name	Contact No.	Room Type	Check-in Date	Check-out Date

Please attach a copy of the guest's ID / passport to the application form.

Kindly note that the room type requested is subject to availability and is not guaranteed.

Please provide details on a separate sheet and attach it to this form if space above is not sufficient.

Payment Details	
	Paid by guest
	Paid by application unit – internal transfer (please provide the approved proposal)
	Paid by application unit – cash payment
	Others (please specify) _____

Endorsement			
Applicant's Signature		Signature of Dean/Director/College Master	
Date		Date	
For Application for VIP Suite			
Signature of Rector / Vice Rector			
Date			

Note:

1. Please send the completed application form to PGH Student Housing (S3 Room G002) or by email to N1.booking@um.edu.mo at least 7 working days prior to the guest's check-in date.
2. Please note that the applicant / application unit is responsible for verifying the information on the application form, settling any outstanding charge or any loss / damage to properties of UM caused by the guest.
3. The applicant shall notify N1 Guest House of any amendment / cancellation of the application at least 3 working days prior to the guest's check-in date. Otherwise, a special charge of 1 night room rate will be applied.
4. The University of Macau being a public institution of higher education as set in Law No. 1/ 2006, will process the personal data collected on this form for activity organization, service providing and contact purposes.