



# 澳門科技大學 MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

教務處專用 For Academic Registry Use Only

學生狀態 Student Status	_____	<input type="checkbox"/> 已收妥相關文件 Relevant document received
收件人 Received by	_____	日期 Date _____
審核人 Checked by	_____	日期 Date _____

## 證明書申請表 APPLICATION FOR CERTIFICATION OF STUDIES

- ※ 請細閱背面之注意事項，填妥表格後連同申請所需文件遞交教務處櫃檯辦理。  
Please read the notes overleaf and submit the completed application form to Academic Registry Counter together with all the required documents.
- ※ 證明書自完成申請手續及會計處確認繳費後始行處理，需時七個工作天。學生須攜同校園卡或身份證/護照到教務處櫃檯領取證明書。  
The certification will be issued within 7 working days after the application fees have been verified by the Accounts Office. Students should bring along their student campus cards or ID cards/Passports to collect the certification at Academic Registry Counter.

### 申請所需文件 Required Documents

- ☐ 申請人之身份證/護照副本\*  
A copy of the applicant's Identity Card/Passport\*
- ☐ 授權書及被授權人的身份證副本\* (授權辦理適用)  
An authorization letter together with a copy of the authorized person's Identity Card\* (applicable for application through an authorized person)
- ☐ 自我鑑定書(申請畢業生檔案適用)  
Self-evaluation Form (applicable for applying Graduated Student Profile)
- ☐ 其他 Others: \_\_\_\_\_
- \*須提供正本進行核實 The original copy needs to be provided for verification

## I. 學生個人資料 PARTICULARS OF STUDENT

姓名(請依照證件)  
Name (as printed on ID/passport): \_\_\_\_\_

身份證/護照號碼  
I.D. Card/Passport No.: \_\_\_\_\_

學生狀況  
Student Status: ☐ 在讀 Active ☐ 畢業 Graduate ☐ 休學 Deferred ☐ 退學 Withdrawn ☐ 終止學籍 Terminated ☐ 已轉系 Transferred

☐ 其他, 請註明  
Others, please specify: \_\_\_\_\_

課程  
Program: \_\_\_\_\_

學生編號 Student No. \_\_\_\_\_

聯絡電話  
Contact No.: \_\_\_\_\_

## II. 證明書種類及內容 TYPES AND CONTENTS OF CERTIFICATION OF STUDIES

※ 請填寫及勾選適用之選項 Please fill in and put a ✓ in the item required.

種類 Type	採用語言 Language Preferred	數量 No. of Copies	申請原因 Reason	封口蓋章 Sealed 只可於遞交申請時提出 Request made at time of application ONLY	備註 Remarks
在學證明 (在讀生適用) Testimonial (For active students)	<input type="checkbox"/> 一般用 General <input type="checkbox"/> # 將畢業 Potential graduate <input type="checkbox"/> # 具畢業資格 Graduation requirements fulfilled	中英文 English & Chinese		<input type="checkbox"/>	
*畢業證明 Testimonial for Graduation	<input type="checkbox"/> 證書待發 Pending graduation certificate <input type="checkbox"/> 一般用 General <input type="checkbox"/> 內地認證 Verification in Mainland	中英文 English & Chinese 中文 Chinese		<input type="checkbox"/>	
曾就讀證明 (在讀生及畢業生不適用) Testimonial (NOT applicable to active students and graduates)	中英文 English & Chinese			<input type="checkbox"/>	
總成績單 Transcript	中英文 English & Chinese			<input type="checkbox"/>	
**總成績單核實副本 Certified True Copy of Transcript	不適用 Not Applicable			<input type="checkbox"/>	
*畢業證書核實副本 Certified True Copy of Certificate	不適用 Not Applicable			<input type="checkbox"/>	
*畢業生檔案 (內地生適用) Graduated Student Profile (For mainland students)	中文 Chinese			不適用 Not Applicable	

\*只供畢業生申請。 Only applicable to those who have graduated.

\*\*只供畢業生或同時申請總成績單之學生申請。 Only applicable to those who have graduated or apply for Academic Transcript at the same time.

# ☐ 本人知悉若不符合資格，將不獲開具證明且已繳費用不予退回及轉讓。

I acknowledge and understand that if I am not qualified, testimonials will not be issued and fees paid are not refunded or transferred.

## III. 領取方法 DISPATCH METHOD

☐ 本人親自到教務處櫃檯領取  
To collect personally at Academic Registry Counter

☐ 本人授權他人到教務處櫃檯代為領取文件  
To authorize some other persons to collect document at Academic Registry Counter: \_\_\_\_\_

請郵寄至  
Please mail to: 1. 收件人姓名 Addressee: \_\_\_\_\_ 2. 收件人電話 Contact No.: \_\_\_\_\_ 3. 郵政編碼 Postal Code: \_\_\_\_\_

地址  
Address: \_\_\_\_\_ 4. 郵寄方式 By: ☐ 速遞 Express Mail ☐ 平郵 Surface Mail

## IV. 學生聲明 DECLARATION

1. 本人知悉學生手冊內有關學生冒用或偽造學歷證明文件可導致開除學籍的規定，本人承諾將誠實使用大學出具的任何學歷證明文件、成績單等。如出現任何不實情況，本人願意承擔一切責任及後果。  
I acknowledge and understand the regulations in the Student Handbook about students found falsifying or misusing certifications and academic records may be expelled from the University. I hereby promise to use any documents, certifications and transcripts issued by the University honestly and I declare that I shall take full personal responsibility and liability for any consequences resulting from the dishonest use of such documents.
2. 本人確認申請表中所提供的資料真實無誤，並聲明已知悉及明白『澳門科技大學教務處個人資料收集聲明』的內容。  
I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the [Personal Data Collection Statement of Academic Registry of Macau University of Science and Technology](#).

學生簽名  
Student's Signature

日期  
Date

## 會計處填寫 FOR ACCOUNTS OFFICE USE ONLY

學生已付手續費澳門幣/港幣 Application fee has been settled MOP/HKD _____	及郵費澳門幣/港幣 and the mailing charges MOP/HKD _____	合共澳門幣/港幣 ' Total MOP/HKD _____。
付款方式 Payment Method: _____	負責人簽名 Authorized Signature: _____	日期 Date: _____

ACAREG/011-10/JAN18-E

## 注意事項

- 一、被勒令退學、開除學籍及終止學籍的學生如有欠費，必須繳清所欠費用，否則不能申請有關之成績單或修讀證明信。
- 二、如屬親自或授權代領證明書，學生必須在申請日期起計一年內回校領取，否則，大學有權將逾期領取之證明書註銷，已繳付的手續費亦不予退還或轉讓。
- 三、是否發出證明書概由校方決定。
- 四、申請手續費：

申請項目	在讀生 首份收費	在讀生 第二份起收費	校友收費
在學證明	150 元/份	50 元/份	--
曾就讀證明 (在讀生及畢業生不適用)	--	--	150 元/份
畢業證明 / 總成績單	150 元/份	50 元/份	150 元/份
總成績單核實副本	50 元/份	20 元/份	50 元/份
畢業證書核實副本	--	--	50 元/份
畢業生檔案	--	--	150 元/份

五、若學生要求速遞寄出證明書，須另付有關郵費。

六、手續費繳付方式：

- 6.1 費用在澳門幣/港幣 500 元以下，可前往會計處櫃檯繳交現金；
- 6.2 憑會計處開發之銀行繳費單到指定銀行繳付；
- 6.3 須以劃線澳門幣支票/本票/匯票支付，抬頭請寫《澳門科技大學》或《MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY》。
- 6.4 以非澳門幣的匯票或支票繳交，建議於費用外另加港幣 50 元之澳門銀行處理票據手續費。
- 6.5 澳門科技大學銀行賬戶資料

銀行名稱	中國工商銀行澳門分行
銀行賬戶名稱	澳門科技大學
銀行賬號	港幣賬戶 0108000100000004371
開戶銀行地址	澳門新口岸 393-437 號皇朝廣場 18 樓 E,F,G 及 H 座
環球電訊號碼	ICBKMOMX

## NOTES

1. Students who are required to withdraw, expelled or terminated from study by the University must pay all fees and charges due, otherwise they are not allowed to apply for any certification of studies.
2. If students fail to collect their certification of studies within 1 year from the date of application, the University has the right to void their certification and the application fees will not be refunded or transferred.
3. The University has the final decision on whether the certification will be issued.
4. Application fee:

Items	Charges for the 1 <sup>st</sup> copy for Active Student	Charges for the 2 <sup>nd</sup> and subsequent copies for Active Student	Charges for Alumni
Testimonial	\$150/Copy	\$50/Copy	--
Testimonial (Not applicable to active students and graduates)	--	--	\$150/Copy
Testimonial for Graduation / Transcript	\$150/Copy	\$50/Copy	\$150/Copy
Certified true copy of Transcript	\$50/Copy	\$20/Copy	\$50/Copy
Certified true copy of Certificate	--	--	\$50/Copy
Graduated Student Profile	--	--	\$150/Copy

5. If students wish to obtain the certification letter by express mail, students should pay for the mailing charges.

6. Payment methods:

- 6.1 For amounts less than MOP/HKD500, payments can be made by cash at the Accounts Office Counter.
- 6.2 By bank pay-in slip, which can be collected at the Accounts Office and to be deposited into the appointed bank.
- 6.3 By crossed cheque/cashier's order/bank draft in MOP made payable to "Macau University of Science and Technology".
- 6.4 By non MOP bank draft or cheque, students are advised to add extra HKD50 for covering the related bank charges.
- 6.5 The Macau University of Science and Technology's bank information as below:

Bank Name	The Industrial and Commercial Bank of China Macau Branch
Bank Account Name	Macau University of Science and Technology
Bank Account Number	HKD A/C No: 0108000100000004371
Bank Address	Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G e H, Edif. Dynasty Plaza, Macau
Swift code	ICBKMOMX