澳門科技大學
MACAU UNIVERSTIY OF SCIENCE AND TECHNOLOGY

補考入學考試申請表
APPLICATION FOR MAKE-UP ADMISSION EXAMINATION

注意事項 Notes

1. 申請人必須於缺考後一週內提出申請，一切行政程序於收妥本申請所需文件後始行生效。
   Applicants must submit the application to Registry within 1 week after the admission examination. The administrative procedure will become effective only after the applicants submit all the required documents to Registry.
2. 補考入學考試申請費為澳門幣/港幣 300 元，可以銀行本票/銀行匯票/劃線支票（抬頭寫「澳門科技大學」）或現金繳交；已繳費用概不予退還或轉讓。
   Application fee for the make-up admission exam is MOP/HKD300 and can be paid by Cashier's Order / Bank Draft / Crossed Check made payable to "Macau University of Science and Technology" or by Cash; the application fee is non-refundable and non-transferable.
3. 補考申請之審批結果將透過申請人於 OAS 填報之電郵地址作通知。
   The result of application will be sent via e-mail registered by the applicant in OAS.
4. 申請人可能會被要求遞交有助審批的其他任何資料/文件。
   Applicants may be required to submit other supporting documents/materials during the process.
5. 逾期申請或未能提交所需證明文件者，校方有權一律不予受理。
   Late application or application without the required supporting documents will not be accepted.
6. 大學保留修訂及闡釋上述規定的一切權利。
   The University reserves all rights and privileges in revising and interpreting the above regulations.

申請所需文件 Required Documents

☐ 填妥之本表格
   The completed application form
☐ 申請人之身份證副本*
   A copy of the applicant's Identity Card*
☐ 缺考原因之證明文件副本*（如適用）
   Supporting documents for the absence of the admission examination* (if applicable)
☐ 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)

上述文件須提供正本進行核實
* *The original copy needs to be provided for verification.*

申請人資料 PARTICULARS OF APPLICANT

中文姓名
Name in Chinese

外文姓名
Name in English

網報使用者名稱
OAS Username ☐☐☐☐☐☐☐☐

申請編號
Application Number ☐☐☐☐☐☐☐☐☐-☐☐☐☐☐

聯絡電話
Contact Number

申請補考之科目 Applying to make-up for	原考試日期 Original Date of Examination (yyyy/mm/dd)	缺考原因 Reason for Absence
☐ 中文 Chinese		
☐ 英文 English		
☐ 數學正卷 Mathematics Standard Paper		
☐ 數學附加卷 Mathematics Supplementary Paper		
☐ 色彩 Color		
☐ 素描 Sketch		

附上補考入學考試申請費澳門幣/港幣 300 元 Application fee for make-up admission exam of MOP/HKD300 enclosed
☐ 銀行本票 Cashier's order   ☐ 銀行匯票 Bank Draft   ☐ 支票 Check   ☐ 現金 Cash
銀行名稱 Name of Issuing Bank _____   號碼 Number _____

個人聲明 PERSONAL DECLARATION

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『澳門科技大學註冊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 Registry of Macau University of Science and Technology.

學生簽名
Student's Signature _____

日期
Date _____

校方專用 FOR OFFICE USE ONLY

A) 註冊處櫃台 REGISTRY COUNTER

☐ 已收妥申請所需文件 Received required Documents

收件人
Received by

日期
Date

B) 會計處 ACCOUNTS OFFICE

☐ 已收取申請費 $300 Application fee of $300 received

負責人簽名
Authorized Signature

日期
Date

C) 註冊處 REGISTRY

☐ 已記錄學生申請 Application details recorded

報讀課程 Program applied

$\begin{pmatrix} 第一志願 \\ 1^{st} \ choice \end{pmatrix}$ _____ $\begin{pmatrix} 第二志願 \\ 2^{nd} \ choice \end{pmatrix}$ _____

$\begin{pmatrix} 第三志願 \\ 3^{rd} \ choice \end{pmatrix}$ _____ $\begin{pmatrix} 第四志願 \\ 4^{th} \ choice \end{pmatrix}$ _____

缺考科目 Subject(s) absent from

☐ 中文 Chinese
☐ 英文 English
☐ 數學正卷 Mathematics Standard Paper
☐ 數學附加卷 Mathematics Supplementary Paper
☐ 色彩 Color
☐ 素描 Sketch

負責人簽名
Authorized Signature

日期
Date

核實人簽名
Verified Signature

日期
Date

D) 註冊處處長 HEAD OF REGISTRY

補考科目 Make-up exam for

☐ 中文 Chinese
☐ 英文 English
☐ 數學正卷 Mathematics Standard Paper
☐ 數學附加卷 Mathematics Supplementary Paper
☐ 色彩 Color
☐ 素描 Sketch

批核 Approval

☐ 批准 Approved
☐ 不批准 Not approved

意見 Comments _____

註冊處處長簽名
Signature of Head of Registry

日期
Date

E) 資訊處 IT OFFICE

☐ AF 成績更改為 DX "AF" grade changed to "DX"
☐ 已刪除 OAS 考試通知書 Notification of Examination deleted in OAS

負責人簽名
Authorized Signature

日期
Date

F) 註冊處 REGISTRY

☐ 已登記審批結果 Application result recorded
☐ 已檢查 COES 成績已改為 DX Grade changed to "DX" in COES
☐ 已通知學生審批結果 Student notified about the result

負責人簽名
Authorized Signature

日期
Date

ACAREG/048-09/JAN17-E