



延遲註冊申請表
APPLICATION FOR LATE REGISTRATION

※ 請於填表前細閱背面之注意事項 Please read the notes overleaf before completing this form
※ 請以正楷填寫 Please use capital letters

I. 申請人資料 PARTICULARS OF APPLICANT

申請編號 Application Number
 中文姓名 : _____ □□□□□□□□-□□□□□□
 Name in Chinese : _____
 外文姓名 : _____ 聯絡電話 : (_____) (_____)
 Name in English : _____ Contact Number : _____
 電郵地址 : _____
 E-mail Address : _____
 聯絡地址 : _____ 郵政編碼 : _____
 Postal Address : _____ Postal Code : _____
 錄取學院 : _____
 Faculty : _____
 錄取課程 : _____
 Program : _____

II. 延遲註冊資料 INFORMATION ABOUT LATE REGISTRATION

延遲註冊原因 Reason for late registration :

申請人簽名 : _____ 日期 : _____
 Applicant's Signature : _____ Date : _____
 ACAREG/064-05/MAY13-E

III. 回條 REPLY SLIP (由校方填寫 FOR OFFICE USE ONLY)

回條 REPLY SLIP

(請攜同此回條進行註冊 Please bring along this reply slip for registration)

姓名 Name: _____ 申請編號 Application No.: □□□□□□□□-□□□□□□

A. 註冊處櫃檯 REGISTRY' COUNTER
 註冊期前申請 **無需** 繳交澳門幣/港幣 300 元 No charge if student applies before the period of registration
 註冊期起申請 **需** 繳交澳門幣/港幣 300 元 MOP/HKD300 will be charged if application is received after registration begins
 負責人簽名 : _____ 日期 : _____
 Authorized Signature : _____ Date : _____

B. 會計處櫃檯 ACCOUNTS OFFICE COUNTER
 已收取澳門幣/港幣 300 元作手續費 Administrative fee of MOP/HKD300 paid
 注意: 學生需在繳妥手續費用後憑申請表正本親自返回註冊處, 繼續辦理延遲註冊手續。
 Note: In order to complete the application process, student should submit the original copy of application form in person to Registry after settling the administrative fee with the Accounts Office Counter.
 負責人簽名 : _____ 日期 : _____
 Authorized Signature : _____ Date : _____

C. 註冊處 REGISTRY
 獲准註冊之日期及時間 : □□□□-□□-□□□□ : □□□□
 Approved date and time of registration : _____ : _____
 YYY Y MM DD HH MM
 負責人簽名 : _____ 日期 : _____
 Authorized Signature : _____ Date : _____
 審核 : _____ 日期 : _____
 Checked by : _____ Date : _____

注意事項

1. 未能於指定日期辦理註冊手續之學生可申請延遲註冊。申請人必須於註冊期前*遞交「延遲註冊申請表」到註冊處，逾期者須在申請時繳付澳門幣/港幣 300 元。(*以每學年隨錄取通知書發出的入學須知上公佈的註冊期為準)
2. 申請延遲註冊的學生，必須於付款通知書的指定日期內繳付相關費用。
3. 已申請延遲註冊但未於批准日期內完成註冊手續的學生將被視為自動放棄入學資格，學額將被註銷，已繳的費用將不獲退還或轉讓。
4. 申請延遲註冊的最後期限為該學年開學後的第五個工作天，逾期恕不接受申請，學額將被註銷，已繳的費用將不獲退還或轉讓。
5. 如因健康理由申請延遲註冊，學生須連同醫療證明遞交申請表格。
6. 每名學生只可申請延遲註冊一次。
7. 申請辦法：填妥申請表並連同以下文件於申請限期前遞交至大學註冊處。
 - 7.1 身份證副本(正本備查)
 - 7.2 高中畢業證書副本(正本備查)
 - 7.3 已繳交學費之單據或學費匯款回條副本(正本備查)
 - 7.4 相關證明文件副本，如醫療證明或其他證明文件等(正本備查)
8. 申請人可能會被要求遞交有助審批的其他任何資料/文件。
9. 大學保留修訂及闡釋上述規定的一切權利。

Notes

1. Applicants who cannot complete the registration procedures within the scheduled period may apply for late registration. Applicants should complete this form and submit to Registry before the specified period of registration*, otherwise, MOP/HKD300 will be charged to late applicants. (*This period is specified on the Notes for Admission sent with the Acceptance Letter.)
2. Applicants should have settled all fees specified on the debit note before applying for late registration.
3. Applicants who have applied for late registration but failed to complete the process within the approved period will be considered as giving up registration with MUST. Any fees paid will not be refunded or transferred.
4. Deadline for applying for late registration is 5 working days after commencement of classes of that academic year. No application for late registration will be accepted after this period and students will then be disqualified for registration. Any fees paid will not be refunded or transferred.
5. If late registration is expected due to medical reasons, a medical certificate should be submitted together with this application form.
6. Application for late registration will only be considered once.
7. The completed application form must be submitted to Registry together with the following documents:
 - 7.1 Copy of ID card (Original copy for verification)
 - 7.2 Copy of high school graduation certificate (Original copy for verification)
 - 7.3 Copy of tuition fee payment receipt or remittance receipt (Original copy for verification)
 - 7.4 Copy of relevant supporting documents, such as medical certificate or other documentary proofs (Original copy for verification)
8. Applicants may be required to provide further information/documentation in support of their application.
9. The University reserves all rights and privileges to revise and interpret the abovementioned rules and regulations.