



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

更改個人資料申請表 - 新生

APPLICATION FOR PERSONAL DATA AMENDMENT – APPLICANTS

※ 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. 新生個人資料 PARTICULARS OF APPLICANT (必須填寫)

中文姓名 (請依照證件) :
Name in Chinese (as printed on ID/passport) :

網上報名使用者名稱 OAS Username :

外文姓名 (請依照證件) :
Name in English (as printed on ID/passport) :

申請編號 Application Number (如有 if assigned) :

電郵地址 :

E-mail Address :

聯絡電話 :

Contact Number : () ()

報讀課程 (第一志願) / 入讀課程 :

Intended Program of study (1st Choice)/Admitted Program :

II. 更新內容 (只需填寫更改項目) CONTENT OF AMENDMENT (Fill in those items which need amendment ONLY)

申請由非本地生身份改為本地生時必須填寫「*」欄位。

Student who applies to change status from Non-local Student to Local Student should fill in items marked with an asterisk (*).

A. 新生個人資料 PERSONAL DETAILS

中文姓名 Name in Chinese :

英文姓名 Name in English :

性別 Gender :

☐ 男 Male ☐ 女 Female

出生日期 Date of Birth :

/ / (DD/MM/YYYY)

出生地點 Place of Birth :

*國籍 Nationality :

*永久居住地/戶籍 Permanent Residence :

*身份證/護照編號 I.D./Passport Number :

*證件本次簽發日期 Issue Date :

/ / (DD/MM/YYYY)

*證件有效日期 Expiry Date :

/ / (DD/MM/YYYY)

*證件簽發地點 Place of Issue :

*備註 Remarks :

請會計處更改學費幣值；在 COES 備註欄加上『於 年 月 日
取得澳門 ID，原 ID#：』。

B. 新生聯絡資料 CONTACT INFORMATION

通訊地址 Postal Address :

地區 Region : 郵政編碼 Postal Code :

永久地址 Permanent Address :

地區 Region : 郵政編碼 Postal Code :

住宅電話 Home Tel Number. :

() ()

手提電話 Mobile Phone Number :

() ()

傳真號碼 Fax Number :

() ()

電郵地址 E-mail Address :

C. 其他資料(請註明) OTHERS (PLEASE SPECIFY)

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](#).

申請人簽名 :

Applicant's Signature :

日期 :

Date :

注意事項

一、學生如欲更改個人資料，必須按下列步驟提出申請：

- (i) 將填妥的表格親自遞交或郵寄至註冊處或傳真至(853)2882-7666。
- (ii) 如親自遞交表格，請攜同個人身份證明文件，以便核對資料。如以郵寄或傳真方式申請，必須附個人身份證明文件副本以核對資料。
- (iii) 如屬更改地址，需提供地址證明。

二、註冊處將根據表格第II部份更新學生的資料，並由申請當日起計七個工作天後生效。

三、大學不會就此申請作出書面回覆，請學生務必於註冊時核實相關的個人資料。

Notes

1. A student who wishes to apply for amendment of personal data should follow the procedures specified below:
 - (i) Submit the duly completed application form in person or by mail to the Registry, or fax to (853)2882-7666.
 - (ii) Please bring along your personal identification document for verification if you submit this form in person. If you prefer to submit this application by post/fax, it is then necessary for you to attach a photocopy of your personal identification document for verification purpose.
 - (iii) Documentary proof is required for verification if student is changing the address.
2. The Registry will update the student's personal data in accordance with the details in Part II and amendments will be effective 7 workings days after receipt of the application.
3. The University will not make any written reply regarding the amendments. Students should verify all their personal data upon registration.

註冊處專用 FOR REGISTRY USE ONLY

A) 註冊處櫃檯 REGISTRY'S COUNTER

☐ 已繳報名費
Application fee paid

☐ 已收妥有關證明
Received the relevant certificate

收件人 _____
Received by • _____

日期 _____
Date • _____

B) 註冊處 REGISTRY

i. ☐ 已記錄學生申請
Application recorded

ii. 學生已獲發申請編號 (A) : ☐ 是 Yes
Application Number (A) assigned to students : ☐ 否 No

學生的申請資料已完全轉至 COES (S) : ☐ 是 Yes
Data completely transferred to COES (S) : ☐ 否 No

iii. ☐ 已更新學生資料
Student's data updated

負責人簽名 _____
Authorized signature • _____

日期 _____
Date • _____

審核 _____
Checked by • _____

日期 _____
Date • _____

☐ 如學生申請從非本地生轉為本地生時需抄送會計處
Cc to Accounts Office if student applies to change status from Non-local Student to Local Student