



課程證明/應屆畢業生個人資料申請表

APPLICATION FOR CERTIFICATION OF STUDIES/ POTENTIAL GRADUATE PROFILE

I. 學生個人資料 Particulars of Student

中文姓名 : _____ 學生編號 : □□□□□□□□-□□□□-□□□□
 Chinese Name : _____ Student No. : _____

英文姓名 : _____ 聯絡電話 : _____
 English Name : _____ Contact No. : _____

學院 : _____ 課程 : _____
 Faculty : _____ Program : _____

證件類別 : _____ 證件編號 : _____ 簽發地點 : _____
 ID Type : _____ ID No. : _____ Place of Issue : _____

在讀狀況 : 在讀生 : 第 _____ 年 校友
 Current Status : Current Students : Year _____ of Study Alumni

II. 申請項目及內容 Items and Contents of Application

申請項目 Application Items	份數 No. of Copies	申請原因 Reason for Application	採用語言 Language Preferred	備註 Remarks
科目簡介 Course Description			中文 / 英文 / 中英對照 Chinese / English / Bilingual	
上課/測驗/考試證明書 Certification of Class/Exam/Test			中文 / 英文 / 中英對照 Chinese / English / Bilingual	
應屆畢業生個人資料表 Potential Graduate Profile			--	

III. 相關證明文件 Relevant Documents

① _____ ② _____ ③ _____

IV. 領取方法 Dispatch Method

本人親自到學院辦公室 / 通識教育部領取
 To collect personally at Faculty Office/ Department of General Education

本人授權他人到學院辦公室 / 通識教育部代為辦理 / 領取文件 : _____
 To authorize some other persons to apply for/ collect document at Faculty Office/ Department of General Education : _____

請郵寄至 :
 Please mail to :

- 收件人姓名 : _____
Addressee : _____
- 機構名稱 : _____
Institute : _____
- 地址 : _____
Address : _____
- 郵寄方式 : 平郵 空郵 掛號 速遞
 Mailed by : Surface Mail Air Mail Registered Mail Express Mail

V. 繳費狀況 Payment States

銀行 _____ 支票 本票 匯票 繳費單
 Bank _____ Crossed Check / Cashier's Order / Bank Draft / Pay-In-Slip Deposit

(號碼 _____) 澳門幣/港幣 _____ 元正。
 (No. _____) MOP/ HKD _____ Yuan.

申請人簽署 : _____ 日期 : _____ / _____ / _____
 Signed by Applicant : _____ Date : yy / mm / dd

校方專用 For Office Use Only

學院辦公室/通識教育部初審
Checked by Faculty/ DGE Office : _____

日期 : yy / mm / dd
Date : yy / mm / dd

會計處審核
Checked by Acc Office : _____

日期 : yy / mm / dd
Date : yy / mm / dd

學院辦公室/通識教育部審核
Checked by Faculty/ DGE Office : _____

日期 : yy / mm / dd
Date : yy / mm / dd

學院辦公室/通識教育部
Faculty Office/ DGE Office : 申請項目完成並發送給學生

Application items have been completed and sent to student

日期 : yy / mm / dd
Date : yy / mm / dd

注意事項

1. 學生如欲申請科目簡介、上課/測驗/考試證明書、應屆畢業生個人資料表，須填妥本表送交所屬學院辦公室/通識教育部辦理。
2. 憑已獲學院辦公室/通識教育部批示的申請表格連同手續費遞交至會計處，繳費方式如下：
 - (1) 以現金支付，限相關費用在澳門幣/港幣 500 元以下者；
 - (2) 以支票/本票/匯票方式支付，抬頭寫「澳門科技大學」；
 - (3) 憑會計處開發之繳費單至指定銀行繳費。
3. 學生必須填寫及提供充足的資料，否則原件退回。
4. 因欠費而被終止學籍的學生不能申請任何本表所述之文件。
5. 批核及發出有關證明書一般需時七個工作天，由遞交申請表及手續費起計。學生須攜同校園卡/身份證至所屬學院辦公室/通識教育部領取所申請之文件。如以銀行繳費單繳付手續費，須出示繳費單存根。
6. 學生如授權他人代為辦理/領取文件，受託人辦理有關手續時，須檢附其身份證、授權書、委託人之校園卡或身份證副本。
7. 申請證明書手續費（已包括平郵郵資，若學生要求空郵、掛號或速遞寄出，須另付有關郵資）：

申請項目	在讀生		校友收費
	首份收費	第二份起收費	
科目簡介	150	50	150
上課/測驗/考試證明書	50	20	--
應屆畢業生個人資料表	150	50	--

Notice

1. Students who wish to apply for Course Description, Certification of Class/Exam/Test, or Potential Graduate Profile should complete this form and submit to the respective Faculty Office/ Department of General Education.
2. Submit payment with the authorized form to Accounts office. Payment methods can be:
 - (1) By cash at the Accounts Office Counter for amounts less than MOP/HKD 500;
 - (2) By crossed check/ cashier's order/ bank draft made payable to "Macau University of Science and Technology";
 - (3) By pay-in-slip, this can be collected at the Accounts Office, and to be deposited into an appointed bank.
3. Students must ensure all required information is provided in the form. Otherwise, the application may be rejected.
4. Students who were suspended by the University owing to outstanding fees will not be eligible to apply for any documents mentioned in this form.
5. The document will normally be issued within 7 working days from receipt of all required documentation and application fee. Students should bring along their campus cards or ID cards (and the pay-in-slip voucher receipt in case the application fee is paid by such means) to collect the certification at the respective Faculty Office/ Department of General Education.
6. Students may authorize someone to apply or collect the certification on their behalf provided that an authorization letter is shown together with the authorized person's ID card and copy of the student's campus or ID card.
7. Application fee (Postage is included. Extra charges will be levied when students request air, registered or express mail):

Application Items	Charges for Current Students		Charges for Alumni
	First Copy	Consequential Copy	
Course Description	150	50	150
Certification of Class/Exam/Test	50	20	--
Potential Graduate Profile	150	50	--