



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

延期入學申請表  
APPLICATION FOR DEFERRING ADMISSION

研究生院職員收件記錄  
To be filled by SGS staff:  
 收妥文件 Documents received  
Received by: \_\_\_\_\_  
Date: \_\_\_\_\_

I. 申請人個人資料 PARTICULARS OF APPLICANT

申請人姓名 \_\_\_\_\_ 申請編號 \_\_\_\_\_  
Applicant's Name \_\_\_\_\_ Application No. \_\_\_\_\_  
錄取課程 \_\_\_\_\_ 錄取專業 \_\_\_\_\_  
Accepted Program \_\_\_\_\_ Accepted Major \_\_\_\_\_  
通訊地址# \_\_\_\_\_ 郵政編碼 \_\_\_\_\_  
Correspondence Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
#大學將按此地址寄發延期入學通知書，請務必填寫詳細的地址。The University will send notification to this address, please make sure the provided address is accurate.  
聯絡電話號碼 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
Contact Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

II. 延期入學申請資料 APPLICATION INFORMATION OF DEFERRING ADMISSION

新生如因健康理由或特殊情況未能於錄取當年入學，可提出申請延期一年至下一學年入學。Students can apply for deferring admission to the next academic year due to health reasons or extenuating circumstances that cause the student cannot register in this academic year.

延期入學原因(請選擇下列其中一項並詳細說明)Reason for deferring admission (Please select one of the followings and specify details):

健康原因 \_\_\_\_\_  其他 \_\_\_\_\_  
 Health reason ( \_\_\_\_\_ )  Others ( \_\_\_\_\_ )

III. 留位費 RETENTION FEE

隨表附交 \_\_\_\_\_ 留位費繳費憑證 \_\_\_\_\_  
Attached here of a:  payment proof of retention fee (  本地生交澳門幣 \_\_\_\_\_ 非本地生交港幣 \_\_\_\_\_ )  
已繳學費憑證 \_\_\_\_\_ 付款通知書號碼 \_\_\_\_\_  
 Tuition Fee Receipt ' Debit Note No. \_\_\_\_\_。(請填寫第 IV 部份 Please fill in the following section IV)

IV. 退款資料 INFORMATION FOR REFUND

如有退款時，本人選擇透過以下所選方式領取退款 If there is refund, I'd like to get it by:

領取支票  
 Cheque pick-up  
 自動轉賬 本地生  
 Autopay \*: Macau residents: 須提供澳門任一銀行之澳門幣賬戶資料，而大豐銀行則收取澳門幣\$10 手續費 Should provide the information of a MOP bank account of any bank in Macau; and for Tai Fung bank account, an extra MOP\$10 will be charged;  
非本地生  
Non-local residents: 須提供「中國銀行澳門分行」或「中國工商銀行澳門分行」之港幣賬戶資料 Should provide information of a HKD bank account of Bank of China Macau Branch or The Industrial and Commercial Bank of China Macau Branch.  
 匯款  
 Tele-transfer \*: 須提供「中國銀行」或「中國工商銀行」可接受境外港幣匯款之銀行賬戶資料 Should provide information of a bank account which can accept HK Dollar inward remittance outside China of the Bank of China or The Industrial and Commercial Bank of China.

\*選擇自動轉賬或匯款者，請填寫以下銀行賬戶資料 Applicants who choose autopay or tele-transfer, please fill in bank account details as follows:

銀行名稱 Bank Name _____	開戶人姓名 Account Name _____
賬戶號碼 Account No. _____	賬戶貨幣(自動轉賬必填) Account Currency (Required for autopay) : <input type="checkbox"/> HKD <input type="checkbox"/> MOP
開戶銀行地址(匯款必填) Bank Address (Required for T/T) : _____ 省 _____ 市 _____	路 _____ 分行 _____ 支行 _____
收款人地址(匯款必填) Beneficiary's Address (Required for T/T) : _____	電話 _____ 電話 _____
	Contact Phone No.: _____

備註 Notes

- 如領取支票者、自動轉賬或匯款賬號之開戶人為非申請人本人，必須提供親自簽署之授權書正本及雙方的有效身份證明文件複印件。  
For collection on behalf, applicant's written authorization letter and photocopies of the identification document of both the applicant and his/her representative should be provided.
- 以匯款方式退款，須繳付行政手續費澳門幣/港幣 100 元，並將於退款內扣除後匯出，不另作通知。  
A handling charge of MOP/HKD100 would be deducted from the refund without notice if the applicant chooses to refund by tele-transfer.
- 任何銀行手續費由申請人自付(經由大學代辦之境外匯款手續費最低收費為澳門幣/港幣 100 元)，並將於所退的保證金中直接扣除，不另作通知。Any bank charges should be borne by the applicant (the minimum charge on outward remittance fee is MOP/HKD100), and would be deducted from the caution fee without any notice.
- 申請人所提供的收款銀行賬戶資料必須準確無誤，如因提供之資料不正確或不足而引致的任何問題、損失及費用，將由申請人負責。  
Applicant must provide accurate information of bank account. Furthermore, the applicant should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.

本人確認本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".

申請人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## V. 申請手續及須遞交文件 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

### 1. 延期入學申請資格 Application Qualification:

只有因健康理由或特殊情況未能於錄取當年入學者，才可提出延期申請一年至下一學年入學。學生於提交延期入學申請前，請先向研究生院諮詢。Students can apply for deferring admission to the next academic year due to health reasons or extenuating circumstances that cause the student cannot register in this academic year. Please consult to the School of Graduate Studies before submitting application.

### 2. 延期入學申請手續 Application procedures of deferring admission:

- 提交書面申請：申請人必須於延期入學申請限期前填妥此表格並連同第3點所列文件交至研究生院。延期入學申請將於收妥所有申請文件及繳妥有關費用後，始行辦理。Applicants who wish to apply for deferring admission should complete this application form and submit together with required documents stated in point 3 as below to the School of Graduate Studies before due date stated in the Debit Note for First Installment of Tuition Fee. Application will only be processed after payment is made and related documents are submitted.
- 繳付延期入學留位費 Pay a Retention Fee for Deferring Admission:
  - 於繳費期內如未繳交學費，須繳付留位費(本地生為澳門幣\$10,000元，非本地生為港幣30,000元)，相關之憑證與申請表格必須一併遞交；If the applicant has not paid the tuition fee before the due date, he/she has to pay a Retention Fee of MOP\$10,000 for Macau residents and HKD\$30,000 for non-local residents. Related payment proof should be submitted together with this application form.
  - 已繳付學費後提出申請者，除留位費外，須額外繳付行政手續費澳門幣/港幣500元。延期入學申請如獲批准，大學會計處在已繳交之學費內扣除留位費(本地生為澳門幣\$10,000元，非本地生為港幣30,000元)及行政費(澳門幣/港幣500元)後，餘額(宿舍費用除外)將按照大學規定退還給申請人；In addition to the Retention Fee of MOP\$10,000 for Macau residents and HKD\$30,000 for non-local residents, an extra charge of MOP/HKD500 will be deducted as an administrative charge if the tuition fee had been paid at the time of application. For approved applications, retention fees (MOP\$10,000 for Macau residents and HKD\$30,000 for non-local residents) and administrative fees (MOP/HKD500) will be deducted from the tuition fees paid and the remaining balance (dormitory fee excluded) will be refunded to applicants according to related regulations after approval.
  - 所繳付的延期入學留位費/獲保留費用將於申請人申請恢復入學時，用作抵銷學費的一部分。獲批准後，逾期不申請恢復入學者，學額將不予保留及有關之留位費亦不予退還。The Retention Fee will be applied to partially pay up the tuition fee when the applicant is re-admitted. Retention fee will not be refunded or transferred if applicants fail to apply for re-admission by specific deadline designated by the University.
- 本大學規定延期入學申請只限一次，申請獲大學批准者，可保留學額一年。申請人於完成上述手續後約4-6週後將獲書面回覆。Applicants can apply to defer admission once only. A written reply will be sent to the applicant within 4-6 weeks upon completion of all the above procedures. Successful applicants will be allowed to retain deferred status for one year.

### 3. 須遞交的文件包括 Required application documents\*:

- 填妥及親筆簽署的《延期入學申請表》 Completed and signed *Application for Deferring Admission*
- 延期入學聲明書 Declaration of deferring admission
- 身份證明文件複印件 Photocopy of identification document
- 學費繳費憑證或延期入學留位費繳費憑證 Proof of payment for retention fee or tuition fee
- 前置學歷畢業證書複印件或畢業證明信原件 Photocopy of pre-qualification graduation certificate or original copy of testimonial of graduation
- 銀行存摺/卡賬戶資料頁複印件(選擇以自動轉賬或匯款方式領取退款者適用) Photocopy of the bank account for refund (applicable for autopay or T/T)
- 如授權他人辦理/領取退款者，須提交親筆簽署的《授權書》正本及收款人身份證明文件複印件 Signed *Authorization Letter* and copy of both parties' identification document (applicable for those authorize other person to apply and/or receive refund)
- 有關申請原因提及的醫療證明或其他證明文件(必須提交) Must submit medical certificate or supporting documents related to the application reason

(\*如有需要，研究生院有權要求申請人提供其他任何輔助或證明文件 Applicant will be required to submit any other supporting documents if necessary.)

### 4. 延期入學留位費繳付方式 Payment methods for Retention Fee:

- 以劃線支票/本票/匯票支付，抬頭寫《澳門科技大學》By cross cheque/cashier's order/bank draft made payable to "Macau University of Science and Technology";
- 到會計處服務櫃檯(N109a室)領取繳費單後至指定銀行繳付 By pay-in-slip collected at the Accounts Office Service Counter (N109a);
- 匯款至以下銀行賬戶 By Tele-transfer to:

銀行名稱 Bank Name:	中國工商銀行澳門分行 The Industrial and Commercial Bank of China Macau Branch	銀行名稱 Bank Name:	中國銀行澳門分行 Bank of China Macau Branch
賬戶名稱 Account Name:	澳門科技大學 Macau University of Science and Technology	賬戶名稱 Account Name:	澳門科技大學 Macau University of Science and Technology
賬戶號碼 Account No.:	0108000100000004371 (港幣賬戶 HKD account)	賬戶號碼 Account No.:	180111238474366 (港幣賬戶 HKD account)
銀行地址 Bank Address:	澳門新口岸 393-437 號皇朝廣場 18 樓 E,F,G 及 H 座 Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G e H, Edf. Dynasty Plaza, Macau	銀行地址 Bank Address:	澳門蘇雅利士大馬路中國銀行大廈地下 Avenida Doutor Mario Soares, Bank of China Building G/F, Macau
環球電訊號碼 Swift Code	: ICBKMOMX	環球電訊號碼 Swift Code	: BKCHMOMX

※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 to revise and interpret the above mentioned rules and regulations.※

本表格中的中英文版本如有差異，將以中文版本為準 In the event of any discrepancies between the Chinese and English versions of this form, the Chinese version will prevail.

申請人簽名

Applicant's Signature: \_\_\_\_\_

日期

Date: \_\_\_\_\_

## 延期入學聲明書 DECLARATION OF DEFERRING ADMISSION

申請編號:  AP  -   
Applicant No.:

本人已閱悉新生手冊內有關延期入學的相關規定及注意事項，同時，本人現作出以下聲明:

I have read and understood all the regulations and notes about deferral admission in the *New Student Handbook*. I hereby declare that:

- 本人已知悉延期入學只可申請一次，且申請後不可取消。I understand that deferral admission can only be applied once and cannot be cancelled during application.
- 本人已知悉如延期入學最終不獲批准，已繳交的延期入學留位費將不獲退還或轉讓。I have known that I must pay the tuition fee first, or pay a retention fee for deferral admission and related proof of payment is required to submit.
- 本人已知悉延期入學申請如獲批准，本人必須按校方指定的日期前提出恢復入學申請。如於指定期限前不申請恢復入學，學額將被取消，已繳的延期入學留位費/獲保留費用將不獲退還或轉讓。I have known and understand that if the application is approved, I should apply for resuming study on or before the designated deadline stated in the notification for deferral admission and are required to obey the University's study plan and fee policy prevailing at that time. If I fail to resume study before specific deadline, my admission qualification will be cancelled. The retention fee for deferral admission / retention fee will not be refunded nor transferred.
- 本人明白及接受大學有權於每年調整學費及相關費用金額，如於恢復入學時課程學費或其他費用有所調整，本人將願意接受新的收費標準。I understand and accept that the University has the right to adjust the tuition fees and related fees every year. If the tuition fees or other fees of the program are adjusted at the time of resumption of my admission, I am willing to accept the new fee standard.
- 本人明白及接受大學有權因應實際情況取消開設某些課程或專業，或對原有的課程學習計劃作出修改。如於恢復入學時，本人原錄取課程或專業因人數不足或其他情況取消開設，本人願意接受大學相關的安排；且如原錄取課程的學習計劃有所變更，本人願意接受。I understand and accept that the University has the right to cancel certain programs or majors in accordance with the actual situation, or to modify the original study plan. If my original accepted program or major is confirmed to be cancelled due to insufficient number of students or other circumstances when I resuming admission, I am willing to accept related arrangements. Moreover, if the program's study plan has changed, I am willing to accept related changes.

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已獲頒發獎/助學金者適用 Applicable for scholarship students

- 本人已知悉延期入學申請獲批准後，本人已獲頒發獎/助學金的資格將被取消，且恢復入學時不可申請任何獎/助學金。I have known that if the application is approved, my qualification of receiving scholarship/grant will be terminated and any application for scholarships/grants will not be accepted after resuming study.

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錄取時已獲分配導師者適用 Applicable for students who have assigned supervisor with acceptance

- 本人已知悉延期入學後，原分配予本人的論文導師將會取消，並於恢復入學後由學院/研究所重新作出分配。I have known that if the application is approved, the original supervisor assigned to me will be cancelled and a new supervisor will be assigned after I applied for resuming study.

申請人簽名 : \_\_\_\_\_  
Applicant's Signature :

日期 : \_\_\_\_\_  
Date :

**部門審批 APPROVAL FROM RELATED DEPARTMENTS**

申請人姓名: \_\_\_\_\_ 申請編號: \_\_\_\_\_ 申請日期: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Applicant No.: \_\_\_\_\_ Application Date: \_\_\_\_\_

<p><b>A) 會計處櫃檯 ACCOUNTS OFFICE SERVICE COUNTER</b></p> <p><input type="checkbox"/> 已收取留位費 Retention fee paid</p> <p><input type="checkbox"/> 已收妥及核對學生的銀行資料 Bank account information received and checked</p>	<p>負責人簽名 Authorized Signature : _____</p> <p>日期 Date : _____</p>
<p><b>B) 研究生院 SCHOOL OF GRADUATE STUDIES</b></p> <p>錄取日期 : ____/____/____ 錄取課程 : _____ 錄取專業 : _____                  Acceptance Date : ____/____/____ Accepted Program : _____ Accepted Major : _____</p> <p>是否有獎/助學金 ? <input type="checkbox"/> 有 延期入學批准後, 獎助 (學金資格將不獲保留) <input type="checkbox"/> 沒有                  Scholarship/Grant ? <input type="checkbox"/> Yes _____ (學金資格將不獲保留) <input type="checkbox"/> No</p> <p>學費 : <input type="checkbox"/> 已交, 交費日期 ____/____/____ <input type="checkbox"/> 未交 交費限期 ____/____/____                  Tuition Fee : <input type="checkbox"/> Settled, payment date ____/____/____ <input type="checkbox"/> Outstanding, Due Date ____/____/____</p> <p>已繳交宿費 : <input type="checkbox"/> 有交, 交費日期 ____/____/____ <input type="checkbox"/> 無交                  Dormitory Fee : <input type="checkbox"/> Paid, payment date ____/____/____ <input type="checkbox"/> No</p> <p>宿舍 : <input type="checkbox"/> 已申請 / <input type="checkbox"/> 未申請 宿舍分配 : <input type="checkbox"/> 未分配 <input type="checkbox"/> 已分配, 已取消                  Dormitory : <input type="checkbox"/> Applied / <input type="checkbox"/> No record Assignment : <input type="checkbox"/> Pending <input type="checkbox"/> Allocated, cancelled</p> <p>是否已出 GAES 《確認錄取證明書》(內地生適用) ? <input type="checkbox"/> 已出 未出                  GAES letter issue or not (applicable for mainland students)? <input type="checkbox"/> Issued, GAES No.: _____ <input type="checkbox"/> Not issue</p> <p>錄取文件是否已寄出 ? <input type="checkbox"/> 已寄出 寄出日期 ____/____/____ 交回情況                  Acceptance doc sent ? <input type="checkbox"/> Sent, Sent date ____/____/____ Return or not _____ <input type="checkbox"/> Not yet</p> <p>備註 : _____                  Remarks : _____</p>	<p><input type="checkbox"/> 申請已記錄於 Excel 中</p> <p><input type="checkbox"/> 申請已記錄於 COES 中</p> <p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>C) 學院/研究所 FACULTY</b></p> <p><input type="checkbox"/> 批准 Approved</p> <p><input type="checkbox"/> 不批准 Not approved, 原因 Reason _____</p> <p>備註 Remarks : _____</p>	<p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>D) 圖書館 LIBRARY</b></p> <p>是否有預訂教科書 ? <input type="checkbox"/> 沒有                  Textbooks ordered ? <input type="checkbox"/> No</p> <p><input type="checkbox"/> 有 訂單編號 _____ 總費用 _____                  Yes, Order No. _____ Total Fees for Textbooks _____</p> <p>建議書費處理方式                  Suggested handling method of the ordering fees _____</p>	<p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>E) 會計處 ACCOUNTS OFFICE</b></p> <p><input type="checkbox"/> 手續辦妥 意見                  Cleared, Comment: _____</p>	<p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>F) 研究生院院長 DEAN OF SCHOOL OF GRADUATE STUDIES</b></p> <p><input type="checkbox"/> 批准 Approved</p> <p><input type="checkbox"/> 不批准 Not approved</p> <p>延期入學生效日期 Effective Date : _____</p>	<p>研究生院院長簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>G) 資訊處 IT OFFICE</b></p> <p>系統情況 : <input type="checkbox"/> Non-DT                  DT Status : <input type="checkbox"/> Non-DT</p> <p><input type="checkbox"/> Data transferred, student No. _____, Student number deleted (DT cancelled)</p>	<p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>H) 研究生院 SCHOOL OF GRADUATE STUDIES</b></p> <p><input type="checkbox"/> 系統中的個人資料已更新 Personal information in COES updated</p> <p><input type="checkbox"/> 已檢查所有手續辦理完畢 All procedures have been completed</p> <p><input type="checkbox"/> 已書面通知學生, 信函編號 _____, application in COES Approved                  Student has been notified in writing, Ref. No. _____, application in COES Approved</p> <p>已抄送至 Cc to <input type="checkbox"/> A/C <input type="checkbox"/> FAC <input type="checkbox"/> SA <input type="checkbox"/> CBPS</p>	<p>審核人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>