



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

延遲註冊申請表  
APPLICATION FOR LATE REGISTRATION

研究生院職員收件記錄

To be filled by SGS staff:

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 \_\_\_\_\_  
聯絡電話號碼 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
Contact Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

II. 延遲註冊申請資料 APPLICATION INFORMATION OF LATE REGISTRATION

原註冊日期 \_\_\_\_\_ (於原註冊期後申請延遲註冊，需繳交澳門幣/港幣 500 元申請手續費 Application submitted after the original registration period will be charged MOP/HKD 500 as an administrative fee)  
Appointed Date of Registration \_\_\_\_\_

本人申請延遲至以下日期後辦理入學註冊手續  
I apply to extend registration and will register after the following date \_\_\_\_\_

延遲註冊原因 \_\_\_\_\_  
Reason of late registration \_\_\_\_\_

(請提供相關證明文件 Please provide supporting document)

III. 申請人聲明 DECLARATION

本人已知悉延遲註冊只可申請一次，申請如獲批准，本人必須於指定限期前辦理入學註冊手續。如未於批准日期內完成註冊手續，將被視為自動放棄入學資格，學額將被註銷，已繳的費用亦不獲退還或轉讓; I have known that application for late registration will only be accepted once. Upon approval, I should complete all registration procedures on specific date. If I fail to complete registration procedures on specific date, I will be considered as giving up registration with MUST. My qualification of admission will be cancelled and all fees paid will not be refunded or transferred.

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 \_\_\_\_\_

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

(1) 延遲註冊申請手續 Application procedures of deferring admission:

- (i) 申請人必須於指定之入學註冊日期前填妥此表格並連同所需文件交至研究生院。  
Applicants who wish to apply late registration should complete this application form and submit together with required documents to the School of Graduate Studies before specified deadline.
- (ii) 繳交延遲註冊申請手續費 Pay an administrative fee: 於指定之註冊期前申請，不需繳交申請費用。如於註冊日期起申請延遲註冊，申請人需繳交澳門幣/港幣 500 元申請手續費。Application submitted before the original appointed date of registration will not be charged any application fee but late application will be charged MOP/HKD 500 as an administrative fee.
- (iii) 本大學規定延遲註冊申請只限一次，申請人於完成申請手續後約一週內將獲電郵回覆。Application for late registration will only be accepted once. Approval result will normally be sent to the applicant by email within one week upon submission of the application.

(2) 須遞交的文件包括 Required application documents\*:

- 填妥及親筆簽署的《延遲註冊申請表》 Completed and signed *Application for Late Registration*
- 身份證明文件複印件 Photocopy of identification document
- 支持申請理由的相關證明文件 Supporting document(s)

(\*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.)

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.

**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"/> 已收取申請手續費  <input type="checkbox"/> Administrative fee paid</p>	<p>負責人簽名                  Authorized Signature : _____                  日期 : _____                  Date : _____</p>
<p><b>B) 研究生院批准 APPROVAL FROM THE SCHOOL OF GRADUATE STUDIES</b></p> <p>原註冊日期 : ____/____/____ 錄取課程 : _____                  Acceptance Date : ____/____/____ Accepted Program : _____</p> <p>宿舍分配 : <input type="checkbox"/> 未分配 <input type="checkbox"/> 已分配                  Assignment : <input type="checkbox"/> Non-dormitory <input type="checkbox"/> Allocated</p> <p>是否有預訂教科書 ? <input type="checkbox"/> 有 <input type="checkbox"/> 沒有                  Textbooks ordered ? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>備註 : _____                  Remarks : _____</p> <p><b>研究生院批准</b>  <b>Approval by SGS :</b></p> <p><input type="checkbox"/> 批准，延遲註冊日期至 _____ 日期 _____ 時間 _____ 地點 _____                  Approved, registration extend to (Date)____/____/____(Time)____(Location)____</p> <p><input type="checkbox"/> 不批准</p>	<p>批核人簽名                  Authorized signature : _____                  日期 : _____                  Date : _____</p>
<p><b>C) 研究生院 SCHOOL OF GRADUATE STUDIES</b></p> <p><input type="checkbox"/> 已電郵通知申請人 Approval result                  has been sent to the applicant by email <input type="checkbox"/> 申請已記錄於 Excel 中</p>	<p>負責人簽名                  Authorized signature : _____                  日期 : _____                  Date : _____</p>