



# 澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## 領取畢業證書回條(郵寄畢業證書適用)

### SLIP FOR GRADUATION CERTIFICATE COLLECTION

(FOR COLLECTING GRADUATION CERTIFICATE BY POST)

研究生院職員收件記錄  
To be filled by SGS Staff:

Received by: \_\_\_\_\_

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

本人選擇以郵寄方式領取畢業證書，同意大學以雙掛號郵遞方式寄出畢業證書和總成績單，並同意從保證金內直接扣除所需的包裝費及郵費。I decided to collect my Graduation Certificate by post. I agree that the University will send the Certificate by double-registered mail. Please deduct related packing and postage fees from my caution fee account.

請填寫畢業生資料 Please fill in student's particular:

姓名 Student Name		學生編號 Student Number	
聯絡電話 Contact Phone No.		電郵 E-mail Address	

請填寫收件人資料 Please fill in receiver's particular:

收件人姓名 Receiver		收件人電話 Contact Phone No.	
收件地址 Address		郵編 Postal Code	

#### 注意事項 Notes:

1. 大學將於學生完成正式申請的日期起計 15 天後，以雙掛號郵遞方式寄出畢業證書(郵遞時間約 2 至 3 週)。The University will send the Certificates by double-registered mail 15 days after the students' application (about 2 to 3 weeks for delivery).
2. 一般只接受郵寄畢業證書至中國內地、香港及台灣地址的申請，郵遞時間從郵寄日起計約 2 至 3 週。Deliveries outside Mainland China, Hong Kong and Taiwan are not accepted under normal circumstances. From the date of posting, it takes 2 to 3 weeks to delivery.
3. 畢業生應先於網上選科系統(COES)登記以郵寄方式領取畢業證書，然後填妥本回條，連同身份證副本以親身遞交、郵寄或電郵方式遞交至大學研究生院提出正式申請。Students should register in COES states that they would like to collect their Graduation Certificates by post, then fill in this form and send it together with copy of identity document to the School of Graduate Studies in person, by post or by e-mail.
4. 畢業證書的包裝費及郵費合共澳門幣/港幣 70 元正，將從畢業生的保證金中扣除。The cost of packing and postage is MOP/HKD70 which will be deducted from the graduate's caution fee account.

#### 學生聲明 Student Declaration:

1. 本人知悉及接受由大學寄出之畢業證書，如有損毀或遺失，大學概不予重發。I understand and accept if there is any loss or damage to the Graduation Certificate sent by post, the University will not issue any replacement.
2. 本人同意及接受《領取畢業證書規定》內一切之規則及條例。I fully agree and accept all the rules and regulations stated in the [Regulations for Graduation Certificate Collection](#).
3. 本人確認本回條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 slip 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](#)".

學生簽名

Student's Signature : \_\_\_\_\_

申請日期

Date of application : \_\_\_\_\_