澳 門 科 技 大 學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

證明書申請表(研究生畢業生適用)
APPLICATION FOR CERTIFICATION OF STUDIES
(APPLICABLE FOR POSTGRADUATES)

Ref: _____

領取人簽名
Receiver's Signature :

_____

日期
Date : _____

I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名
Student Name —————————————————————

學生編號
Student No. ————————————————————

聯絡電話號碼
Contact Phone No. ———————————————————

電郵地址
E-mail Address —————————————————————

II. 證明書種類及內容 TYPES AND CONTENTS OF CERTIFICATION OF STUDIES

種類 Type		申請數量 No of Copy	封口蓋章 Sealed	申請手續費(每份)* Application Fee (per copy)	總費用 Total Fee
畢業證明 Testimonial for Graduation	☐ 一般用途 General uses		☐	$150/份	$_____
	☐ 待發畢業證書 Pending Graduation Certificate		☐	首份免費,第二份起: $150/份 Free for 1st copy of first application, $150/Copy thereafter	$_____
總成績單 Transcript			☐	$150/份	$_____
畢業證書核實副本 Certified True Copy of Graduation Certificate			☐	$50/copy	$_____
總成績單核實副本 Certified True Copy of Transcript			☐	$50/copy	$_____
全日制證明書(只供內地畢業生)# (For mainland students only)			不適用 N/A	首次申請之第一份免費,其後 $150/份	$_____
畢業生檔案(只供內地畢業生) (須同時遞交一份《自我鑑定書》) (For mainland students only)				$150/份	$_____

*證明書申請手續費之詳情及付款方式請參閱背頁說明。Please refer to the details of application fee and payment methods overleaf.

#全日制證明書是基於學生入學時所作全日制在澳就讀的聲明,如有不遵守情況,學生須自行負責一切相關的後果。

III. 領取方法 DISPATCH METHODS

☐ 本人親自到研究生院領取
To collect personally at SGS counter

☐ 授權以下人士到研究生院代為領取
To authorize other person to collect —————————————————————

☐ 請郵寄至以下地址
Please post to the following address ———————————————————— (郵編) _____

　請選擇一種郵寄方式
　Please choose a posting method

☐ 平郵 Surface Mail (郵費已包含於申請費用中 Postage is included in the application fee)

EMS No._____

☐ 速遞 Speed Post (以 EMS 方式速遞至廣東省內地區需收取$25、廣東省以外地區$30 郵費 Extra charges of $25 for regions inside and $30 for regions outside Guangdong Province will be levied)

IV. 會計處收費 FOR ACCOUNTS OFFICE USE ONLY

學生已付手續費　　　澳門幣/港幣　　　　　　　及　郵費　　　　　　　　合共　澳門幣/港幣
Application fee has been settled　MOP /HKD ——————— and　mailing charges ———元,Total　MOP /HKD——————元。

付 款 方 式 : ——————————— 負 責 人 簽 名 : ——————————— 日期 : ———————————。
Payment Method ——————————— Authorized Signature ——————————— Date ———————————。

V. 學生聲明 DECLARATION

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*".

本人知悉學生手冊內有關學生冒用或偽造學歷證明文件可導致開除學籍的規定,本人承諾將誠實使用大學出具的任何證明文件、成績單等。如出現任何不實情況,本人願意承擔一切責任及後果。同時,本人已知悉如本人因任何原因導致不符合申請上述證明文件之資格,大學將不會開具相關證明文件且本人已繳的所有費用亦不予退回或轉讓。I acknowledge and understand the regulations in the Student Handbook about students found falsifying or misusing certifications and academic records may be expelled from the University. I hereby promise to use any documents, certifications and transcripts issued by the University honestly and I declare that I shall take full personal responsibility and liability for any consequences resulting from the dishonest use of such documents. I also acknowledge and understand that if I am not qualified to apply the mentioned testimonial(s), then testimonial(s) will not be issued and fees paid will not be refunded or transferred.

學 生 簽 名 : ———————————————— 日期 : ————————————————
Student's Signature ———————————————— **Date** ————————————————

FOR SGS STAFFS USE ONLY :

Received by: _____ Date: _____ Checked by: _____ Date: _____

　　本申請表中所述之證明文件的辦理時間約需 5 個工作天，申請者請預留足夠時間提前申請。請填妥本申請表及親筆簽署後，連同以下文件遞交研究生院櫃檯或電郵（sgs@must.edu.mo）至研究生院，一切行政程序將於有關文件及費用收妥後始行辦理。Certification of Studies mentioned in this application form will normally be issued within five working days respectively from the date of application, students should set aside enough time to apply for the certifications. Student who wishes to apply for certification of studies should submit a written application to the School of Graduate Studies Service Counter or email to sgs@must.edu.mo and pay related application fee. Related administrative procedures will not begin until application documents submitted and payment has been settled.

須遞交的申請文件包括 Required application documents include:

☐ 身份證明文件複印件
　 Photocopy of identification document
☐ *自我鑑定書*（申請畢業生檔案者適用）
　 Self-evaluation Form (Applicable for who apply for Student Profile)
☐ 親筆簽署的*授權書*正本及被授權人的身份證明文件複印件（如授權他人辦理/領取證明文件者適用）
　 Signed *Authorization Letter* and copy of both parties' identification document (applicable for those authorize other person to apply and/or collect certifications)

申請手續費及付款方式 **APPLICATION FEE AND PAYMENT METHODS**

申請種類 Type of Certification of Study		首份收費 1st copy	第二份起收費* 2nd and subsequent copies
畢業證明 Testimonial for Graduation	一般用途 General uses	\$150/份	
	待發畢業證書 Pending Graduation Certificate	首份免費 Free for 1st copy of first application	\$150/Copy thereafter
總成績單 Transcript		\$150/份	
畢業證書核實副本 Certified True Copy of Graduation Certificate		\$50/Copy	
總成績單核實副本 Certified True Copy of Transcript		\$50/Copy	
全日制證明書（只供內地畢業生 For mainland students only）		首次申請之第一份免費	\$150/份
畢業生檔案（只供內地畢業生 For mainland students only）		\$150/份	

*在同一張申請表上填寫申請多份相同的證明文件種類，其第二份起收費可按此收費標準計算。 When more than one copies of a type of certificates are requested in one application, the 2nd and subsequent copies will be charged according to this standard.

付款方式 Payment Methods:

1. 費用在澳門幣/港幣 500 元以下，可前往會計處櫃檯繳交現金;
   For amounts less than MOP/HKD500, payment can be made by cash at the Accounts Office Service Counter;
2. 以劃線澳門幣支票/本票/匯票支付，抬頭請寫《澳門科技大學》;
   By crossed cheque/cashier's order/bank draft in MOP made payable to "Macau University of Science and Technology";
3. 以非澳門幣的匯票或支票繳交，建議於費用外另加港幣 50 元之澳門銀行處理票據手續費;
   By non-MOP bank draft or cheque, students are advised to add extra HKD 50 for covering the related bank charges;
4. 澳門科技大學銀行賬戶資料 The bank information of Macau University of Science and Technology:

銀行名稱:　中國工商銀行澳門分行 Bank Name: The Industrial and Commercial Bank of China Macau Branch 賬戶名稱　澳門科技大學 Account Name: Macau University of Science and Technology 賬戶號碼 Account NO.: 0108000100000004371 (港幣賬戶 HKD account) 銀行地址　澳門新口岸 393-437 號皇朝廣場 18 樓 E,F,G 及 H 座 Bank Address: Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G e H, Edf. Dynasty Plaza, Macau 環球電訊號碼 Swift Code : ICBKMOMX	銀行名稱:　中國銀行澳門分行 Bank Name: Bank of China Macau Branch 賬戶名稱　澳門科技大學 Account Name: Macau University of Science and Technology 賬戶號碼 Account NO.: 01-112-384743-6 (港幣賬戶 HKD account) 銀行地址　澳門蘇雅利士大馬路中國銀行大廈地 Avenida Doutor Bank Address: Mario Soares, Bank of China Building G/F, Macau 環球電訊號碼 Swift Code : BKCHMOMX

5. 任何銀行手續費由學生自付。All service charges from the bank should be paid by student.

注意事項 **NOTES**

1. 本申請表只適用於研究生畢業生。This form is only applicable for postgraduates.
2. 學生於領取時請出示校園卡及身份證明文件正本，並到研究生院櫃檯領取。
   Students should bring along with the original copy of their Student Campus Card and identification document to collect the certification at the service counter of the School of Graduate Studies.
3. 是否發出證明文件概由校方決定。The University has the final decision on whether the certification will be issued.

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