



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

在學證明申請表(辦理學生證件適用)

APPLICATION FOR TESTIMONIAL

(FOR APPLYING VISA/ PERMIT)



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. _____
 身份證號碼 I.D. Card No. _____ 通行證/護照號碼 EEP/Passport No. _____
 聯絡電話號碼 Contact Phone No. _____ 電郵地址 E-mail Address _____
 學籍狀態 Study status: 處於正常修業期內 超出正常修業期, 需申請延長修業期 _____ 年 *
 論文寫作狀況 Progress of thesis writing: 未開題 已開題, 未完成寫作 已完成寫作, 未答辯
 已答辯通過, 修改中 答辯不通過, 修改中 已答辯通過, 待通過畢業資格 Defense
 Defense pass, revising Defense fail, revising pass, waiting to be approved by the Senate

*本人已知悉學籍時間的延長, 可能會影響未來內地教育部留學服務中心認證學歷時間的計算, 及會增加逗留天數的要求, 本人承諾會遵守在澳逗留時間的要求, 並聲明對此造成的影響及一切責任均由本人自行承擔。(Applicable for students from mainland China)

II. 在學證明申請種類 TYPES OF CERTIFICATION OF STUDIES

Type	用途 Uses	費用 Fees	備註 Remarks
<input type="checkbox"/>	1. 內地學生簽注 (逗留 D) 續期	Free	內地生適用 For Mainland students only
<input type="checkbox"/>	2. 換領證件(內頁用完)		內地生適用 For Mainland students only (須提供證件原件核查)
<input type="checkbox"/>	3. 辦理澳門「逗留的特別許可」續期 Apply for extending the "Special Authorization to Stay in Macao"		須遞交澳門「逗留的特別許可」複印件 Must provide the copy of current arrival card of the "Special Authorization to Stay in Macao"
<input type="checkbox"/>	4. 遺失證件 Loss of the EEP/ Passport 遺失地點 Place of Loss: _____ 遺失日期 Date of Loss: ____ (dd)/ ____ (mm)/ ____ (yyyy)	\$150	須遞交警局報案證明複印件(原件核查) Must provide a copy of "Declaration of Loss" from police station (original copy for verification)
<input type="checkbox"/>	5. 證件損毀 Damage of the EEP/ Passport		須提供已損毀的證件原件核查 Must provide the damaged original copy for verification
<input type="checkbox"/>	6. 辦理因私赴港簽注		內地生適用 For Mainland students only
<input type="checkbox"/>	7. 暫緩兵役 / 役男出入境	Free	台灣籍學生適用 For Taiwan students only

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 (Postal code) _____ 收件人 Receiver _____ 收件人聯絡電話 Contact Phone No. _____
 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. 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 that if I am not qualified to apply the mentioned testimonial(s), then testimonial(s) will not be issued and fees paid are not refundable or transferrable.

學生簽名 Student's Signature: _____ 日期 Date: _____

Signature and Stamp of SGS	Student Status: _____
	Check by: _____ Date: _____

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: _____

辦理手續及須遞交文件 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

在學證明書之辦理時間約需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，連同以下文件遞交至研究生院櫃檯，一切行政程序將於有關文件及費用收妥後始行辦理。

Testimonial 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 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
- 通行證/護照複印件
Photocopy of Two ways exit permit / Passport
- 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/領取者適用）
Signed [Authorization Letter](#) and copy of both parties' identification document (applicable for those authorize other person to apply or collect)
- 其他所需之證明文件（如適用）
Photocopy of identification document

申請手續費付款方式 PAYMENT METHODS FOR APPLICATION FEE

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 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: 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 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

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

注意事項 NOTES

1. 本申請表只適用於在讀研究生。This form is only applicable for active postgraduate students.
2. 學生於領取時請出示校園卡或身份證明文件正本，並到研究生院櫃檯領取。
Students should bring along with the original copies of their Student Campus Cards or identification documents to collect the certifications at the service counter of the School of Graduate Studies.
3. 是否發出證明書概由校方決定。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.