



校本部課程轉至持續教育學院課程申請表 (報讀學生適用)

**APPLICATION FOR CHANGE OF PROGRAM FROM
MAIN CAMPUS TO SCHOOL OF CONTINUING STUDIES (FOR APPLICANTS ONLY)**

I. 申請人資料 PARTICULARS OF APPLICANT

中文姓名 Name in Chinese :	申請編號 Application Number □□□□□□□□-□□□□□□
外文姓名 Name in English :	聯絡電話 Contact Number :
聯絡地址 Postal Address :	郵政編碼 Postal Code :
電郵地址 E-mail Address :	

II. 報讀課程資料 PARTICULARS OF PROGRAMS

原錄取之校本部課程
Program Intended to Study at Main Campus _____
(課程 Program) (專業 Major) *

*僅適用於已分配專業的課程 Only applicable to programs with major already allocated.

申請轉至持續教育學院之課程
Program applied at SCS _____
(課程 Program)

III. 轉換原因 REASON FOR THE CHANGE

日間工作 Working in the daytime 正在積極尋找日間工作，一旦獲聘請，便立即開始全職工作並提交證明文件 Seeking for a daytime job, will work full-time and provide relevant certificate once employed

其他 (請註明原因) Others (Please specify: _____)

備註：如申請人在日間工作，請附上有關日間工作之證明文件或聲明書。
Remarks: If applicant is working in the daytime, please attach relevant certificate / document of service or declaration.

個人聲明 Personal Declaration

本人確認申請表中所提供的資料真實無誤，並聲明已知悉及明白『[澳門科技大學註冊處個人資料收集聲明](#)』的內容，且同意下述的「注意事項」。
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 Registry of Macau University of Science and Technology](#) and agree to the 'NOTE' mentioned below.

申請人簽名 Applicant's Signature : _____ 日期 Date : _____

注意事項

- 申請人必須於指定**註冊期前**填妥此表格並連同以下文件一併遞交至註冊處，申請將於收妥申請表格及相關文件，繳妥轉讀持續教育學院課程行政費(澳門幣/港幣 200 元)後，始行生效(已繳之行政費不獲退回或轉讓)。生效前，其他任何形式的申請將不受理：
 - 學生之身份證副本(正本備查)
 - 錄取通知書副本
 - 已由學生本人簽署的網上報名系統列印之報名表格正本
 - 已繳交學費之單據副本(正本備查)
 - 相關證明(如工作證明或其他證明信等)
- 申請轉讀持續教育學院課程的學生，必須於付款通知書的指定日期內繳付相關費用。
- 此乃一次性之申請。申請一旦被接納，學生不可再申請轉回入讀校本部之課程。
- 轉至持續教育學院後，有關之成績單將由該學院所簽發。
- 學生如轉讀持續教育學院，其在校本部所獲頒發的獎/助學金將不予保留或轉換。
- 轉至持續教育學院的申請必須於該學院開課一個月前提出，逾期申請或未能提交所需證明文件者，校方有權一律不予受理。學生可入讀的學期將由該學院最終決定。
- 申請者在完成上述手續後約兩週內將獲書面回覆，一切以郵戳日期為準。
- 申請人可能會被要求遞交有助審批的其他任何資料/文件。
- 大學保留修訂及闡釋上述規定的一切權利。

NOTE

- A student who wishes to apply for change of program from Main Campus to School of Continuing Studies (SCS) should complete this form and submit together with the following documents to Registry before the specified registration period. Application will only be processed after the payment of the administration fee for change of program from MUST campus to SCS (MOP/HKD200) is made and the form together with related documents is submitted. (Administration fee paid is neither refundable nor transferable)
 - Copy of ID card (Original copy for verification)
 - Copy of Acceptance Letter
 - Original copy of the application form printed from OAS with student's signature
 - Copy of tuition fee payment receipt (Original copy for verification)
 - Copy of relevant supporting documents (such as employment certificate or other documentary proofs)
- Applicants should have settled all fees specified on the debit note before applying for change of program from Main Campus to School of Continuing Studies.
- Application is once and for all and irrevocable. Once accepted, students are not allowed to change to program offered by the Main Campus under normal circumstances.
- The relevant transcript will be issued by the School of Continuing Studies of Macau University of Science and Technology.
- The scholarships/grants awarded to students of Main Campus will not be retained or transferred if they transfer to SCS.
- The application for change of program from main campus to SCS should be made one month before the commencement of classes in SCS. The application will not be accepted if it is overdue and/or supporting documents are not provided. In addition, SCS reserves the right to decide the semester in which the student can start.
- Written reply will be sent to the applicant within 2 weeks (subject to postmark) upon completion of all the above procedures.
- Applicants may be required to provide further information/documentation in support of their application.
- The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.

由校方填寫 FOR OFFICE USE ONLY**I. 由校本部填寫 FOR USE AT MAIN CAMPUS****A. 會計處櫃台 ACCOUNTS OFFICE COUNTER**

- 已收妥學費
Tuition fees paid
- 已收取現金/ _____ 銀行之支票/本票編號 _____ 澳門幣/港幣 200 元轉讀持續教育學院課程行政費
Received the payment of MOP/HKD200 as the administration fee for change of program from MUST campus to SCS
- 收 件 人 : _____ 日期 : _____
Received by : _____ Date : _____

B. 註冊處櫃台 REGISTRY'S COUNTER

- 已收妥相關文件
Relevant document received
- 收 件 人 : _____ 日期 : _____
Received by : _____ Date : _____

C. 入學試結果 RESULTS OF THE ADMISSION/ PLACEMENT EXAMINATION

- 語文 : _____ 英語 : _____ 數學 : _____
Chinese : _____ English : _____ Mathematics : _____
- 必須修讀之基礎科目 : 沒有
Basic course(s) required : None
- 基礎語文 基礎英語 I 基礎英語 II 基礎數學
 Basic Chinese Basic English I Basic English II Basic Mathematics
- 申請類別 : _____ 獎學金 是 Yes
Type of Student : _____ Scholarships : 否 No
- 核實 : _____ 日期 : _____
Verified by : _____ Date : _____

D. 註冊處處長 HEAD OF REGISTRY

- 批准 Approved 不批准 Not approved
- 註冊處處長簽名 : _____ 日期 : _____
Signature of Head of Registry : _____ Date : _____

II. 由持續教育學院填寫 FOR USE AT SCHOOL OF CONTINUING STUDIES

- 批准 Approved 不批准 Not approved
- 持續教育學院總監簽名 : _____ 日期 : _____
Signature of SCS Director : _____ Date : _____

III. 註冊處 REGISTRY

生效日期 Effective Date : _____

IV. 資訊處 IT OFFICE

- 已取消學生的 DT(如適用) DT Deleted (if applicable)
- 資料輸入 : _____ 日期 : _____
Data entered by : _____ Date : _____

V. 註冊處 REGISTRY

- 已書面通知學生、信函已存檔 Student notified in writing and letter filed
- 已抄送至 Cc to A/C CBPS DGE FAC SCS (請在適當的空格內打✓ Mark ✓ in the appropriate box)
- 負責人簽名 : _____ 日期 : _____
Authorized Signature : _____ Date : _____