



學習證明申請表

APPLICATION FOR CERTIFICATION OF STUDIES

※ 請細閱背面之注意事項，填妥表格後連同申請所需文件遞交學院/通識教育部辦理。  
Please read the notes overleaf and submit the completed application form to Faculty /Department of General Education together with all the required documents.

※ 證明書自完成申請手續及財務處確認繳費後始行處理，需時七個工作天。學生須攜同校園卡或身份證/護照到學院/通識教育部領取。  
The certification will be issued within 7 working days after the application fees have been verified by the Finance Office. Students should bring along their student campus cards or ID cards/Passports to collect the certification at Faculty /Department of General Education.

申請所需文件 Required Documents

- 申請人之身份證/護照副本\*  
A copy of the applicant's Identity Card/Passport\*
- 授權書及被授權人的身份證副本\* (授權辦理適用)  
An authorization letter together with a copy of the authorized person's Identity Card\* (applicable for application through an authorized person)
- 其他 Others : \_\_\_\_\_
- \*須提供正本進行核實 The original copy needs to be provided for verification

I. 學生個人資料 PARTICULARS OF STUDENT

姓名(請依照證件) : \_\_\_\_\_ 學生編號 : \_\_\_\_\_  
Name (as printed on ID/passport) : \_\_\_\_\_ Student No. : \_\_\_\_\_

身份證/護照號碼 : \_\_\_\_\_ 聯絡電話 : \_\_\_\_\_ 電郵地址 : \_\_\_\_\_  
I.D. Card/Passport No. : \_\_\_\_\_ Contact No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

學生狀況 :  在讀  畢業  休學  退學  終止學籍  已轉系  
Student Status :  Active  Graduate  Deferred  Withdrawn  Terminated  Transferred

其他, 請註明 : \_\_\_\_\_  
Others, please specify : \_\_\_\_\_

課程 : \_\_\_\_\_  
Program : \_\_\_\_\_

本人明白上述聯絡電話及電郵地址僅作本次申請之用，如有需要，在讀期間須自行透過WeMust更新。  
I understand that the above contact number and e-mail address are for this application only. During the study period, any necessary updates will be done by myself through WeMust.

II. 學習證明種類 TYPES OF CERTIFICATION OF STUDIES

※ 請填寫及勾選適用之選項 Please fill in and put a ✓ in the item required.

種類 Type	採用語言 Language Preferred	數量 No. of Copies	申請原因 Reason	備註 Remarks
科目簡介 Course Description	<input type="checkbox"/> 中文 / <input type="checkbox"/> 英文 / <input type="checkbox"/> 中英文 Chinese / English / Chinese & English			
上課/測驗/考試證明書 Certification of Class/Exam/Test	<input type="checkbox"/> 中文 / <input type="checkbox"/> 英文 / <input type="checkbox"/> 中英文 Chinese / English / Chinese & English			
* 畢業生/應屆畢業生個人資料表 Graduates/Potential Graduates Profile	中文 Chinese			

\* 只供本科的畢業生及仍處於在讀狀態的應屆畢業生申請。 Only applicable to the Bachelor graduates and the potential graduates still with active status.

III. 領取方法 DISPATCH METHOD

- 本人親自到學院辦公室/通識教育部領取  
To collect personally at Faculty Office/ Department of General Education
- 本人授權他人到學院辦公室/通識教育部代為領取文件  
To authorize some other persons to collect document at Faculty Office/ Department of General Education : \_\_\_\_\_
- 請郵寄至 : 1. 收件人姓名 : \_\_\_\_\_ 2. 收件人電話 : \_\_\_\_\_ 3. 郵政編碼 : \_\_\_\_\_  
Please mail to : 4. 地址 : \_\_\_\_\_  
5. 郵寄方式 :  速遞  平郵  
Mailed by :  Express Mail  Surface Mail

IV. 學生聲明 DECLARATION

1. 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學歷證明文件、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。  
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.
2. 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 Macau University of Science and Technology Personal Data Collection Statement.

學生簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Student's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

校方專用 FOR OFFICE USE ONLY

A) 學院/通識教育部 FACULTY /DEPARTMENT OF GENERAL EDUCATION

學生狀態 : \_\_\_\_\_  已收妥相關文件 審核人 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Student Status : \_\_\_\_\_ Relevant document received Checked by : \_\_\_\_\_ Date : \_\_\_\_\_

B) 財務處 FINANCE OFFICE

學生已付手續費澳門幣/港幣 \_\_\_\_\_ 及郵費澳門幣/港幣 \_\_\_\_\_ 合共澳門幣/港幣 \_\_\_\_\_。  
Application fee has been settled MOP/HKD \_\_\_\_\_ and the mailing charges MOP/HKD \_\_\_\_\_ Total MOP/HKD \_\_\_\_\_。

付款方式 : \_\_\_\_\_ 負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Payment Method : \_\_\_\_\_ Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## 注意事項

1. 被勒令退學、開除學籍及終止學籍的學生如有欠費，必須繳清所欠費用，否則不能申請任何證明書。
2. 如屬親自或授權代領證明書，學生必須在申請日期起計一年內回校領取，否則，大學有權將逾期領取之證明書註銷，已繳付的手續費亦不予退還或轉讓。
3. 是否發出證明書概由校方決定。
4. 申請手續費：

申請項目	在讀生 首份收費	在讀生 第二份起收費	校友收費
科目簡介	150 元/份	50 元/份	150 元/份
上課/測驗/考試證明書	50 元/份	20 元/份	不適用
畢業生/應屆畢業生個人資料表	150 元/份	50 元/份	150 元/份

5. 若學生要求速遞寄出證明書，須另付有關郵費。
6. 手續費繳付方式：
  - 6.1 費用在澳門幣/港幣 500 元以下，可前往財務處櫃檯繳交現金；
  - 6.2 須以劃線澳門幣支票/本票支付，抬頭請寫《澳門科技大學》或《MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY》。
  - 6.3 以非澳門幣的支票繳交，建議於費用外另加港幣 50 元之澳門銀行處理票據手續費。
  - 6.4 以匯款或轉賬方式繳交，澳門科技大學銀行賬戶資料如下：

銀行名稱	中國工商銀行澳門分行
銀行賬戶名稱	澳門科技大學
銀行賬號	港幣賬戶 0108000100000004371
開戶銀行地址	澳門新口岸 393-437 號皇朝廣場 18 樓 E,F,G 及 H 座
環球電訊號碼	ICBKMOMX

## NOTES

1. Students who are required to withdraw, expelled or terminated from study by the University must pay all fees and charges due, otherwise they are not allowed to apply for any certification of studies.
2. If students fail to collect their certification of studies within 1 year from the date of application, the University has the right to void their certification and the application fees will not be refunded or transferred.
3. The University has the final decision on whether the certification will be issued.
4. Application fee:

Items	Charges for the 1 <sup>st</sup> copy for Active Student	Charges for the 2 <sup>nd</sup> and subsequent copies for Active Student	Charges for Alumni
Course Description	\$150/Copy	\$50/Copy	\$150/Copy
Certification of Class/Exam/Test	\$50/Copy	\$20/Copy	N/A
Graduates / Potential Graduates Profile	\$150/Copy	\$50/Copy	\$150/Copy

5. If students wish to obtain the certification letter by express mail, students should pay for the mailing charges.
6. Payment methods:
  - 6.1 For amounts less than MOP/HKD500, payments can be made by cash at the Finance Office Counter.
  - 6.2 By crossed cheque/cashier's order in MOP made payable to "Macau University of Science and Technology".
  - 6.3 By non MOP cheque, students are advised to add extra HKD50 for covering the related bank charges.
  - 6.4 Payment by remittance or transfer, The Macau University of Science and Technology's bank information is as below:

Bank Name	The Industrial and Commercial Bank of China Macau Branch
Bank Account Name	Macau University of Science and Technology
Bank Account Number	HKD A/C No: 0108000100000004371
Bank Address	Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G e H, Edf. Dynasty Plaza, Macau
Swift code	ICBKMOMX