



學生狀態 Student Status	_____	<input type="checkbox"/>	已收妥相關文件 Relevant document received
收件人 Received by	_____	日期 Date	_____
審核人 Checked by	_____	日期 Date	_____

證明書申請表 APPLICATION FOR CERTIFICATION OF STUDIES

<p>※ 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教務/註冊櫃檯辦理。 Please read the notes overleaf and submit the completed application form to Academic Affairs / Registry counter together with all the required documents.</p> <p>※ 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/護照到教務/註冊櫃檯領取證明書。 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 Academic Affairs / Registry counter.</p>	<p>申請所需文件 Required Documents</p> <p><input type="checkbox"/> 申請人之身份證/護照副本* A copy of the applicant's Identity Card/Passport*</p> <p><input type="checkbox"/> 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)</p> <p><input type="checkbox"/> 自我鑑定書(申請畢業生檔案適用) Self-evaluation Form (applicable for applying Graduated Student Profile)</p> <p><input type="checkbox"/> 其他 Others : _____</p> <p>*須提供正本進行核實 The original copy needs to be provided for verification</p>
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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 : _____
I.D. Card/Passport No. : _____ Contact No. : _____

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Student Status : Active Graduate Deferred Withdrawn Terminated Transferred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 : _____

II. 證明書種類及內容 TYPES AND CONTENTS 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	封口蓋章(信封騎縫章) Sealed 只可於遞交申請時提出 Request made at time of application ONLY	備註 Remarks
證明書 Letter of Certification	中英文 English & Chinese			<input type="checkbox"/> 不需要 No <input type="checkbox"/> 需要 Yes: _____ 份 copy(ies)	
總成績單 Transcript	中英文 English & Chinese			<input type="checkbox"/> 不需要 No <input type="checkbox"/> 需要 Yes: _____ 份 copy(ies)	
*畢業證書核實副本 Certified True Copy of Certificate	不適用 Not Applicable			<input type="checkbox"/> 不需要 No <input type="checkbox"/> 需要 Yes: _____ 份 copy(ies)	
*畢業生檔案(內地生適用) Graduated Student Profile (For mainland students)	中文 Chinese			不適用 Not Applicable	

*只供畢業生申請。 Only applicable to those who have graduated.

III. 領取方法 DISPATCH METHOD

本人親自到教務/註冊櫃檯領取
To collect personally at Academic Affairs / Registry counter

本人授權他人到教務/註冊櫃檯代為領取文件
To authorize some other persons to collect document at Academic Affairs / Registry counter : _____

請郵寄至 收件人姓名 : _____ 收件人電話 : _____ 郵政編碼 : _____
Please mail to : 1. Addressee : _____ 2. Contact No. : _____ 3. Postal Code : _____
4. 地址 : _____ 5. 郵寄方式 : 速遞 平郵
By Express Mail Surface Mail

IV. 學生聲明 DECLARATION

- 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.
- 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 : _____

財務處填寫 FOR FINANCE OFFICE USE ONLY

學生已付手續費澳門幣/港幣 Application fee has been settled MOP/HKD _____	及郵費澳門幣/港幣 and the mailing charges MOP/HKD _____	合共澳門幣/港幣 ' Total MOP/HKD _____。
付款方式 Payment Method : _____	負責人簽名 Authorized Signature : _____	日期 Date : _____

注意事項

- 一、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，否則不能申請有關之成績單或修讀證明信。
- 二、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。
- 三、是否發出證明書概由校方決定。
- 四、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
證明書	150 元/份	50 元/份	150 元/份
總成績單	150 元/份	50 元/份	150 元/份
畢業證書核實副本	--	--	50 元/份
畢業生檔案	--	--	150 元/份
封口蓋章	5 元/份	5 元/份	5 元/份

五、若學生要求速遞寄出證明書，須另付有關郵費。

六、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/匯票支付，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。
- 6.4 澳門科技大學銀行賬戶資料

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 st copy for Active Student	Charges for the 2 nd and subsequent copies for Active Student	Charges for Alumni
Letter of Certification	\$150/Copy	\$50/Copy	\$150/Copy
Transcript	\$150/Copy	\$50/Copy	\$150/Copy
Certified true copy of Certificate	--	--	\$50/Copy
Graduated Student Profile	--	--	\$150/Copy
Sealed	\$5/Copy	\$5/Copy	\$5/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/bank draft in MOP made payable to "Macau University of Science and Technology".
- 6.3 By non MOP bank draft or cheque, students are advised to add extra HKD50 for covering the related bank charges.
- 6.4 The Macau University of Science and Technology's bank information 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