澳門科技大學
MACAU UNIVERSTIY OF SCIENCE AND TECHNOLOGY

補考入學考試申請表
APPLICATION FOR MAKE-UP ADMISSION EXAMINATION

注意事項 Notes

1. 申請人必須於缺考後一週內向教務處提出申請，一切行政程序於收妥本申請所需文件及繳妥申請費(澳門幣/港幣 300 元)後始行生效。
   Applicants must submit the application to Academic Registry within 1 week after the admission examination. The administrative procedure will become effective only after the applicants submit all the required documents and pay the application fee (MOP/HKD300).
2. 申請的審批結果將透過申請人於 OAS 填報之電郵地址作通知。
   The result of application will be sent via e-mail registered by the applicant in OAS.
3. 申請人可能會被要求遞交有助審批的其他任何資料/文件。
   Applicants may be required to submit other supporting documents/materials during the process.
4. 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。
   Late application or application without the required supporting documents will not be accepted.
5. 大學保留修訂及闡釋上述規定的一切權利。
   The University reserves all rights and privileges in revising and interpreting the above regulations.

申請所需文件 Required Documents

- ☐ 填妥之本表格
  The completed application form
- ☐ 申請人之身份證副本*
  A copy of the applicant's Identity Card*
- ☐ 缺考原因之證明文件副本* (如適用)
  Supporting documents for the absence of the admission examination* (if applicable)
- ☐ 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)

上述文件須提供正本進行核實
* *The original copy needs to be provided for verification*

申請人資料 PARTICULARS OF APPLICANT

中文姓名 Name in Chinese		英文姓名 Name in English	
網報使用者名稱 OAS Username	B☐☐☐☐☐☐☐	申請編號 Application No.	☐☐☐☐AP☐☐-B☐☐☐☐
聯絡電話 Contact No.			

申 請 補 考 之 科 目 Applying to make-up for	原 考 試 日 期 Original Date of Examination (yyyy/mm/dd)	缺 考 原 因 Reason for Absence
☐ 中文 Chinese		
☐ 英文 English		
☐ 數學 Mathematics		
☐ 美術 Fine Art		

附上補考入學考試申請費澳門幣/港幣 300 元 Application fee for make-up admission exam of MOP/HKD300 enclosed

☐ 銀行本票 Cashier's order　　☐ 銀行匯票 Bank Draft　　☐ 支票 Check　　☐ 現金 Cash

銀行名稱 Name of Issuing Bank ＿＿＿＿＿＿＿　　號碼 Number ＿＿＿＿＿＿＿

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.

學生簽名
Student's Signature ＿＿＿＿＿＿＿

日期
Date ＿＿＿＿＿＿＿

A) 教務處櫃台 ACADEMIC REGISTRY COUNTER

☐ 已收妥申請所需文件 Received required Documents

收件人
Received by _____

日期
Date _____

B) 財務處櫃台 FINANCE OFFICE COUNTER

☐ 已收取申請費$300 Application fee of $300 received

負責人簽名
Authorized Signature _____

日期
Date _____

C) 教務處 ACADEMIC REGISTRY

☐ 已記錄學生申請 Application details recorded

報讀課程 Program applied

(第一志願 1st choice) _____   (第二志願 2nd choice) _____

(第三志願 3rd choice) _____   (第四志願 4th choice) _____

缺考科目 Subject(s) absent from

☐ 中文 Chinese
☐ 英文 English
☐ 數學 Mathematics
☐ 美術 Fine Art

負責人簽名
Authorized Signature _____   日期 Date _____

核實人簽名
Verified Signature _____   日期 Date _____

D) 教務處核准 ACADEMIC REGISTRY'S APPROVAL

補考科目 Make-up exam for

☐ 中文 Chinese
☐ 英文 English
☐ 數學 Mathematics
☐ 美術 Fine Art

批核 Approval

☐ 批准 Approved
☐ 不批准 Not approved

意見 Comments _____

負責人簽名
Authorized Signature _____   日期 Date _____

E) 資訊科技發展辦公室 ITD OFFICE

☐ 已刪除 OAS 准考證（如適用） Examination Permit deleted in OAS (if applicable)

負責人簽名
Authorized Signature _____   日期 Date _____

F) 教務處 ACADEMIC REGISTRY

☐ 已登記審批結果 Application result recorded

☐ 已完成 E 部分（如適用）Finished Part E (if applicable)

☐ COES 成績 AF 已改為 DX "AF" grade changed to "DX" in COES (if applicable)

☐ COES 錄取狀況已改為 PENDING（如適用）Acceptance status changed to "PENDING" in COES (if applicable)

☐ 已通知學生審批結果 Student notified about the result

負責人簽名
Authorized Signature _____   日期 Date _____