



延期入學申請表

APPLICATION FOR DEFERRING ADMISSION

注意事項 Notes

- 申請人必須於大學指定首天報到的日期前向教務處提出申請。一切行政程序於收妥本申請所需文件及繳妥留位費/學費後始生效。已繳付學費後提出申請者須額外繳付行政費澳門幣/港幣 500 元。
Applicants must submit the application to Academic Registry before the first day of in-person registration. The administrative procedure will become effective only after the applicants submit all the required documents and pay the retention fee or tuition fee. In addition to the Retention Fee, HKD/MOP\$500 will be charged as administrative fee if the tuition fee had been paid at the time of application.
- 所繳付的留位費將於學生入學時，用作抵銷學費的一部分。
The Retention Fee will be applied to partially pay the tuition fee when the student is re-admitted.
- 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.
- 如延期入學的申請獲批准，申請人的獎學金資格將不予保留或轉讓。
If application for deferring admission is accepted, the scholarships awarded will not be retained or transferred.
- 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.
- 大學規定延期入學申請只限一次。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。
Applicants can apply to defer admission only once. Late application or application without the required supporting documents will not be accepted.
- 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*
 - 高中畢業證書副本* A copy of high school graduation certificate*
 - 教育局之確認錄取證明書正本(內地學生適用) Letter of Certificate for Acceptance issued by the Education and Youth Development Bureau of the Macao SAR Government (applicable for mainland student)
 - 入學留位費/學費之繳費憑證副本* The proof of payment of retention fee/ tuition fee*
 - 親筆簽署之書面說明書 Written explanation with signature
 - 相關證明文件副本*(如適用) A copy of supporting documents*(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

I. 申請人資料 PARTICULARS OF APPLICANT

中文姓名 Name in Chinese	英文姓名 Name in English	
聯絡電話 Contact No.	申請編號 Application No.	□□□□AP□□-B□□□□
錄取學院 Faculty	錄取課程 Admitted Program	

II. 延期入學資料 INFORMATION ABOUT DEFERRING ADMISSION

擬註冊入學日期: Intend to register in 20___/20___ 第 I 學期 Semester

延期入學原因 (請選擇其中一項) Reason for deferring admission (please select one of the followings):

- 1. 移民 Emigration
- 2. 經濟困難 Financial difficulty
- 3. 健康原因 Health reason (須提供證明 Provide supporting documents)
- 4. 工作繁重, 未能兼顧學業 Heavy workload
- 5. 其他, 請註明 Others, please specify: _____

注意: 申請如獲批准, 學生必須按校方指定日期前提出入讀申請及接受入讀時本校之學習計劃及收費標準。

Note: If application is approved, student must apply to resume study on or before the designated date and is required to follow the University's study plan and fee policy prevailing at that time.

III. 留位費 RETENTION FEE

- 附已繳交學費之單據副本/留位費之收據/支票
Attached Tuition Fee Receipt / Retention Fee Receipt / Check (澳門居民交澳門幣\$10,000 元 非澳門居民交港幣\$35,000 元
MOP10,000 for Macao residents HKD35,000 for non-Macao residents)
- 附交 _____ 銀行 支票/ 本票/ 匯票/ 繳費單收據 (號碼 _____) 澳門幣/港幣 _____ 元。
Attached herewith a check/ cashier's order/ bank draft/ pay-in-slip deposit receipt (No. _____) of MOP/HKD _____ of Bank _____.

IV. 退款 Refund

本人接受大學有關退費之規定。如有退款時, 本人選擇: I accept the University's rules on refund application. If there is refund, I would like to get it by:

- 領取支票 cheque pick-up.
- 自動轉帳 (學生須提供 a. 澳門任何一間銀行之澳門幣賬戶, 大豐銀行則收取\$10 手續費; 或 b. 中國銀行澳門分行或中國工商銀行澳門分行之港幣賬戶)
Autopay. (Student should provide a. MOP account number of any bank in Macau; and for Tai Fung bank account, an extra \$10 will be charged or b. HKD bank account at the Bank of China Macau Branch or the Industrial and Commercial Bank of China Macau Branch only.)
- 電匯(選擇匯款者請提供「中國工商銀行」或「中國銀行」且可接受境外港幣匯款之賬戶。)
For students who choose tele-transfer, please provide either ICBC or BOC bank account which can accept HK Dollar remittance from outside China.

選擇匯款者或自動轉帳者, 請填寫以下銀行資料: For students who choose tele-transfer or autopay, please fill bank details in the following:

銀行名稱 Bank Name	開戶人姓名 Account Name	
賬戶號碼 Account No.	賬戶貨幣(自動轉帳必填) Account Currency(Required for Autopay):	HKD / MOP
開戶銀行地址(匯款必填) Bank Address (Required for T/T):	省 Province	市 City
收款人地址(匯款必填) Beneficiary's Address (Required for T/T):	路 Road	分行 Branch
聯絡電話 Contact No.:		支行 Sub-Branch

備註 Notes

- 留位費: 非澳門居民為港幣\$35,000、澳門居民為澳門幣\$10,000; 已繳學費之申請人獲批准延期入學後, 大學會在已繳交學費內扣除 1) 留位費、2) 行政手續費(澳門幣/港幣\$500)、3) 30%宿舍行政手續費(住宿生適用) 及 4) 書費、體檢費及保險費須視乎申請時間而定 (校方已訂書、已完成體檢及已投保費都會扣除相應全部費用), 餘額將退還給申請人。
Retention fee: HKD\$35,000 for non-Macao residents, MOP\$10,000 for Macao residents. After deduction of: 1) retention fee, 2) administrative charges of MOP/HKD\$500, 3) 30% administrative charges for dormitory fee and 4) textbook fee, health examination fee and health care insurance premium depending on their application date (i.e. textbooks have been ordered, applicants have already taken the medical examination and insurance premium have been paid, the corresponding fee will also be deducted), the remaining balance will then be refunded to the successful applicants who have fully paid the tuition fee.
- 賬戶名稱為非學生本人, 需填妥授權書並附上授權人及被授權人的有效身份證副本。
Written authorization, valid ID copies of both the consignor and trustee should be provided for those who have authorized representative to pick up the refund.
- 隨表附交清晰的「銀行存摺簿(賬戶資料頁)副本」, 選擇匯款者請提供「中國工商銀行」或「中國銀行」且可接受境外港幣匯款之賬戶。
A clear bank book copy with bank account information should be submitted with the application form. For students who choose tele-transfer, please provide an ICBC or BOC bank account which can accept HK Dollar remittance from outside China.
- 以匯款方式退款, 須繳付行政手續費澳門幣/港幣 100 元, 並將於退款內扣除後匯出。
A handling charge of MOP/HKD100 would be deducted from the refund without notice if you choose to refund by tele-transfer.
- 任何銀行手續費由學生自付(經由大學代辦之境外匯款手續費最低收費為澳門幣/港幣 100 元), 並將於所退的保證金中直接扣除, 不另作通知。
Any bank charges should be borne by student (The minimum charge on outward remittance is MOP/HKD100), and would be deducted from the caution fee without any notice.
- 學生所提供的收款銀行資料必須準確無誤, 如因提供之資料不正確或不足而引致的任何問題、損失及費用, 將由學生負責。
Student must provide accurate information of account number and the name of bank account. Furthermore, the student should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.

個人聲明 PERSONAL DECLARATION

- 本人明白並接受, 如申請獲批准, 本人的獎學金將不予保留或轉讓。
I have understood and agreed that if the application is approved, the scholarships awarded to me by the University will not be retained or transferred.
- 本人明白並接受如未能於本年 7 月內提交高中畢業證書副本, 此延期入學申請自動作廢, 且已繳交之留位費或學費將不獲退還或轉讓。
I have understood and agreed that if I fail to submit the copy of my high school graduation certificate in July this year, my application for deferring admission will not be processed and the retention fee paid will not be refunded or transferred.
- 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

校方專用 FOR OFFICE USE ONLY**A) 財務處櫃台 FINANCE OFFICE COUNTER**

- 已收取留位費 Retention fee paid
 已繳交學費之單據副本 Attached Copy of Tuition Fee Receipt
 已收妥及核對學生的銀行資料 Bank account information received and checked

負責人簽名

日期

Authorized Signature

Date

注意：學生需在繳妥費用後憑申請表正本親自返回教務處，繼續辦理相關申請手續。**Note: In order to complete the application process, student should submit the original copy of application form in person to Academic Registry after settling the fees with the Accounts Office Counter.****B) 教務處櫃台 ACADEMIC REGISTRY COUNTER**

- 已收妥申請所需文件 Required documents received
 申請已記錄於 COES Application recorded in COES

收件人

日期

Received by

Date

C) 教務處 ACADEMIC REGISTRY

學生類別

Student type

獎學金

Scholarship

 是 Yes 否 No

負責人簽名

日期

Authorized Signature

Date

D) 教務處核准 ACADEMIC REGISTRY'S APPROVAL

- 批准 Approved
 不批准（直接到 G 部份）Not approved (Go to part G)

意見 Comments

負責人簽名

日期

Authorized Signature

Date

E) 財務處 FINANCE OFFICE

- 手續辦妥 Cleared

意見 Comments

負責人簽名

日期

Authorized Signature

Date

F) 教務處 ACADEMIC REGISTRY

生效日期 Effective Date

(YYYY/MM/DD)

負責人簽名

日期

Authorized Signature

Date

G) 資訊科技發展辦公室 ITD OFFICE

- 已取消學生的 DT(如適用) DT Deleted (if applicable)

負責人簽名

日期

Authorized Signature

Date

H) 教務處 ACADEMIC REGISTRY

- 已登記審批結果 Application result recorded
 已通知學生審批結果 Student notified about the result
 已抄送相關部門 cc to related departments

負責人簽名

日期

Authorized Signature

Date

ACAREG/049-17/JAN22-E