



# 澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## 延遲報到申請表

### APPLICATION FOR LATE IN-PERSON REGISTRATION

#### 注意事項 Notes

- 申請人須於大學指定首天報到的日期前向教務處提出申請，逾期申請者須繳付澳門幣/港幣 500 元行政手續費。一切行政程序於收妥本申請所需文件及繳妥學費後始行生效。  
Applicants should submit the application to Academic Registry before the first day of in-person registration. MOP/HKD500 will be charged to late applicants. The administrative procedure will become effective only after the applicants submit all the required documents and pay the tuition fee.
- 申請延遲報到的最後期限為該學年開學後的第五個工作天，逾期恕不接受申請，學額將被註銷，已繳的費用將不獲退還或轉讓。  
Deadline for applying for late in-person registration is 5 working days after commencement of classes of that academic year. No application for late registration will be accepted after this period and students will then be disqualified for registration. Any fees paid will not be refunded or transferred.
- 已申請延遲報到但未於批准日期內完成報到手續的學生將被視為自動放棄入學資格，學額將被註銷，已繳的費用將不獲退還或轉讓。  
Applicants who have applied for late in-person registration but failed to complete the process within the approved period will be considered as giving up registration with MUST. Any fees paid will not be refunded or transferred.
- 大學規定延遲報到申請只限一次。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 can apply for late in-person registration only once. Applicants may be required to submit other supporting documents/materials during the process.
- 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.
- 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\*
- ☐ 延遲報到原因之證明文件副本\* (如適用)  
Supporting documents for late in-person registration\* (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/英文姓名

Name in Chinese/English

聯絡電話

Contact No.

申請編號

Application No.

錄取課程

Admitted Program

□□□□AP□□-B□□□□

#### II. 延遲報到資料 INFORMATION ABOUT LATE IN-PERSON REGISTRATION

延遲報到原因 Reason for late in-person registration (請提供相關證明文件 Please provide the supporting documents)

#### 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

ACAREG/064-11/JAN22-E

#### III. 校方專用 FOR OFFICE USE ONLY

##### A. 教務處櫃檯 ACADEMIC REGISTRY COUNTER

###### ➢ 申請人線上註冊詳情 Process of the online registration :

- ☐ 未完成線上註冊  
Online registration has not completed
- ☐ 線上註冊未通過  
Online registration has not passed
- ☐ 已通過線上註冊並開通預約報到頁面  
Online registration has passed and received the notice of making appointment for in-person registration

###### ➢ 行政手續費用 Administrative fee :

- ☐ 不需要繳交澳門幣/港幣 500 元(教務處請於此處蓋章) No charge for the application( AR please stamp here )
- ☐ 需要繳交澳門幣/港幣 500 元 MOP/HKD500 will be charged for the application

負責人簽名

Authorized Signature

日期

Date

##### B. 財務處櫃檯 FINANCE OFFICE COUNTER

- ☐ 已收取澳門幣/港幣 500 元作手續費 Administrative fee of MOP/HKD500 paid

注意：學生需在繳妥手續費用後憑申請表正本親自返回教務處，繼續辦理延遲報到手續。

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 administrative fee with the Accounts Office Counter.

負責人簽名

Authorized Signature

日期

Date

#### IV. 回條 REPLY SLIP (由校方填寫 FOR OFFICE USE ONLY)(請攜同此回條報到 Please bring along this reply slip for in-person registration)

姓名

Name

申請編號

Application No.

□□□□AP□□-B□□□□

學生編號

Student No.

□□□□□□□□□□

##### C. 教務處 ACADEMIC REGISTRY

獲准延遲報到之日期及時間

Approved date and time of

late in-person registration

(YYYY/MM/DD, HH:MM)

負責人簽名

Authorized Signature

日期

Date