



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

更改個人資料申請表 – 新生

APPLICATION FOR PERSONAL DATA AMENDMENT – APPLICANTS

注意事項 Notes

- 申請人必須於指定註冊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後始行生效。
Applicants must submit the application to Academic Registry before registration begins. The administrative procedure will become effective only after the applicants submit all the required documents.
- 請以正楷填寫。
Please use capital letters.
- 更改個人資料將於提交申請當天起計七個工作天後生效。大學不會就此申請作出書面回覆。學生可登入 OAS 查核更新之記錄。
The amendments will be effective 7 working days after receipt of the application. The University will not make any written reply regarding the amendments. Students should login OAS and verify the updated information.
- 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.
- 未能提交所需證明文件者，校方有權一律不予受理。
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*
- ☐ 更改個人資料之證明文件副本*(如屬更改地址，需提供地址證明以供核實資料)
A copy of supporting documents for the personal data amendment* (Documentary proof is required for verification if student is changing the address)
- ☐ 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 | 外文姓名 Name in English |
| 網報使用者名稱 OAS Username | 申請編號 Application No. |
| 聯絡電話 Contact No. | |

II. 申請更改項目 CONTENT OF AMENDMENT

此部分只需填寫申請更改之項目 Enter only those items to be amended

A. 更正之個人資料 PERSONAL DETAILS FOR AMENDMENT

| | |
|-----------------------------------|----------------------------------|
| 中文姓名 Name in Chinese | 英文姓名 Name in English |
| 性別 Gender | 出生日期 Date of Birth (YYYY/MM/DD) |
| 身份證編號 I.D. Number | 身份證簽發地點 Place of Issue |
| 身份證本次簽發日期 Issue Date (YYYY/MM/DD) | 身份證有效日期 Expiry Date (YYYY/MM/DD) |

B. 更正之聯絡資料 CONTACT INFORMATION FOR AMENDMENT

(更改通訊/永久地址者必須提供地址證明 Documentary proof is required for verification if student is changing the address)

| | |
|------------------------|---------------------|
| 手提電話 Mobile Phone No. | 電郵地址 E-mail Address |
| 通訊地址 Postal Address | |
| 地區 Region | 郵政編碼 Postal Code |
| 永久地址 Permanent Address | |
| 地區 Region | 郵政編碼 Postal Code |

C. 更正之其他資料(請註明) OTHER PARTICULARS FOR AMENDMENT (Please specify)

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/066-07/JAN18-E

校方專用 FOR OFFICE USE ONLY

A) 教務處櫃台 ACADEMIC REGISTRY COUNTER

已繳報名費 Application fee paid ☐ 是 Yes ☐ 否 No

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

收件人
Received by _____ 日期
Date _____

B) 教務處 ACADEMIC REGISTRY

i. ☐ 已記錄學生申請 Application recorded

ii. 學生已獲發申請編號 Application Number assigned to students

☐ 是 Yes

☐ 否 No

學生的申請資料已完全轉至 COES Data completely transferred to COES

☐ 是 Yes

☐ 否 No

iii. ☐ 已更新學生資料 Student's data updated

負責人簽名
Authorized Signature _____ 日期
Date _____

核實人簽名
Verified Signature _____ 日期
Date _____

備註：如學生申請從非本地生轉為本地生時：(1) 需抄送會計處。(2) 需通知 ITO 於 COES 作備註。

Remarks: If student applies to change status from Non-local Student to Local student, (1)cc to Accounts Office. (2)Notify ITO to remark the information in COES.

ACAREG/066-07/JAN18-E