



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

更改個人資料申請表(新生適用)

APPLICATION FOR PERSONAL DATA AMENDMENT (FOR APPLICANTS ONLY)

注意事項 Notes

- 申請人必須於辦理線上註冊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 the online registration. 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	英文姓名 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/066-08/JUN20-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 ITDO 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 ITDO to remark the information in COES.

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