

注意事項 Notes

## 澳門科技大學

## MACAU UNIVERSTIY 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)

申請所需文件 Required Documents

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	written reply regarding the ar	mendments. Students should log	in OAS and verify the u	ipdated information.	i make any	□ 授權書及被授權人的身份證副本*(授權辦理適用)	
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 proof is required for verification if student is changing the address)	入 OAS 查核更新之記錄	0				A copy of supporting documents for the personal data amendment* (Documentary	
Please use capital letters.  3. 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 供核實資料)  ( 如屬更改地址,需提供地址證明以 供核實資料)		申請當天起計七個工作天後	生效。大學不會就山	上申請作出書面回覆。		□ 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	
become effective only after the applicants submit all the required documents.  □ 申請人之身份證副本* A copy of the applicant's Identity Card*	become effective only after the					□ 申請人之身份證副本*	
1. 申請人必須於辦理線上註冊前向註冊處提出申請。一切行政程序於收妥本申請所需文件後始行生效。						□ 填妥之本表格	

校方專用 FOR OFFICE USE ONLY							
A) 註冊處櫃台 REGISTRY COUNTER							
已缴報名費 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) 註冊處櫃台 REGISTRY COUNTER							
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) 需抄送財務處。(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 Finance Office. (2)Notify ITDO to remark the information in COES.							

REG/016-01/JAN24-E