澳 門 科 技 大 學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

學生更改個人資料申請表
APPLICATION FOR STUDENT PERSONAL DATA AMENDMENT

※　請於填表前細閱背面之注意事項 *Please read the notes overleaf before completing this form.*
※　請以正楷填寫 *Please use capital letters*

姓名(請依照證件)
Name (as printed on ID/passport)：————————————　　學 生 編 號 Student No.：————————————————

課程
Program：————————————————————————　　聯 絡 電 話 Contact No.：（＿＿＿＿）（＿＿＿＿＿＿＿＿＿＿）

更新內容 (只需填寫更改項目) CONTENT OF AMENDMENT (Enter only those items which need amendment)

I.　學生個人資料 PARTICULARS OF STUDENT

中文姓名 Name in Chinese：☐☐☐☐☐☐☐☐☐☐

英文姓名 Name in English：☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
　　　　　　　　　　　　☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

性別 Gender：☐ 男 Male　　☐ 女 Female

出生日期 Date of Birth：☐☐/☐☐/☐☐☐☐ (DD/MM/YYYY)

出生地點 Place of Birth：————————————————————

國籍 Nationality：————————————————————

永久居住地/戶籍 Permanent Residence：————————————————

身份證/護照編號 I.D./Passport No.：————————————————

證件簽發日期 Issue Date：☐☐/☐☐/☐☐☐☐ (DD/MM/YYYY)

證件有效日期 Expiry Date：☐☐/☐☐/☐☐☐☐ (DD/MM/YYYY)

證件簽發地點 Place of Issue：————————————————————

備註 Remarks：
(請在適當的選項前打✓
Mark ✓ before the appropriate item)

☐ 請財務處更改學費幣值；在 COES 備註欄加上『於　　年　　月　　日取得澳門 ID，原 ID#：————————————』。

☐ ————————————————————————————————

II.　學生聯絡資料 CONTACT INFORMATION OF STUDENT

永久地址
Permanent Address：————————————————————————
　　　　　　　　　————————————————郵政編碼 Postal Code：——————————

住宅電話 Home Tel No.：（＿＿＿＿）（＿＿＿＿＿＿＿＿＿＿）

傳真號碼 Fax No.：（＿＿＿＿）（＿＿＿＿＿＿＿＿＿＿）

III. 其他資料(請註明) OTHERS (PLEASE SPECIFY)

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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 Macau University of Science and Technology Personal Data Collection Statement.

學 生 簽 名
Student's Signature：————————————————————　　日期 Date：————————————————————

注意事項

一、 學生如欲更改個人資料，必須按下列步驟提出申請：

    (i) 將填妥的表格親自遞交、郵寄或傳真至所屬學院辦公室。如屬身份證明之資料更改，則必須攜同有關身份證明文件正、副本親自遞交表格。如屬永久地址之更改，必須附相關證明文件或家長證明信以核實資料。

    (ii) 如親自遞交表格，請攜同身份證明文件或護照，以便核對資料。如以郵寄或傳真方式申請，必須附個人身份證明文件或護照副本以核實資料。

    (iii) 學生如因更改姓名而需要更換校園卡，必須於申請獲批准後兩周內，登入 WeMust 辦理校園卡更換申請手續。

二、 學院將根據表格第 I、II 及 III 部份更新學生的資料並於申請日起一個星期後生效，學生可登入 COES 查核更新之記錄。

三、 畢業生更改個人資料的申請將不獲辦理（聯絡電話及地址更新除外），有關申請僅作備案之用。

NOTES

1. Students who wish to apply for amendment of student personal data should follow the procedures specified below:

    (i) This form should be completed and submitted to the Faculty Office in person/by mail/fax. Students who apply to amend personal identification details should submit the form in person together with original and copies of Identity Card or Passport. Documentary proof or certification from parents is required for verification if student is changing the permanent address.

    (ii) Please bring along your Identity Card or Passport for verification if you submit this form in person. If you prefer to submit this application by post/fax, it is then necessary for you to attach a photocopy of the Identity Card/Passport for verification purpose.

    (iii) For students who amend their names, please login to WeMust to submit the application for Replacement of Student Card within two weeks from the date of approval.

2. The Faculty will update the student personal data in accordance with the details in Part I, II & III and amendments will be effective one week after receipt of the application. Students should login COES and verify the updated information.

3. Please note that amendment requests from graduates owing to subsequent change of names or other personal particulars will not be entertained (except for change of telephone number and address). These requests will only be noted and filed.