



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FORM OF TESTIMONIAL

(for Pre-U and Undergraduate student only)

I. PARTICULARS OF APPLICANT (Please fill-in the followings with clear handwriting and error free)

1. Name : _____ (Chinese) , _____ (English)
 2. Student No. : _____ 3. Gender : ☐ Male ☐ Female
 4. Date of birth : _____ (DD/MM/YYYY) 5. I.D. No. : _____
 6. Passport No. * : _____
 Endorsement Type : _____ Date of Expiry : _____ (DD/MM/YYYY)
 7. Dormitory : _____ 8. Contact No. : _____ 9. E-Mail : _____
 10. Program : ☐ Pre-U ☐ Undergraduate Course : _____ Major : _____

* Students' personal information will be updated based on the lasted information

II. REASON FOR APPLICATION

Type	Reason for application	Administrative fee	Remark
<input checked="" type="checkbox"/>	1. Renewal of "Type D-stay"	--	For Mainland China student only
<input checked="" type="checkbox"/>	2. Replacement of "Two-way Exit Permit" for travelling to and from Hong Kong and Macau (Endorsement pages fully stamped)	--	Original copy for verification
<input type="checkbox"/>	3. Application for the "Special Authorization-to-Stay" from Immigration Department of Macau	--	Please provide the copy of arrival card of Macau
<input type="checkbox"/>	4. Loss the Passport (Loss in : _____ Date : ____/____/____)	MOP/HKD 150	Please provide the copy of police report (Original report for verification)
<input type="checkbox"/>	5. The Passport damaged	MOP/HKD 150	Original copy for verification
<input type="checkbox"/>	6. Hong Kong Visa (for private purpose)	MOP/HKD 150	For Mainland China student only
<input type="checkbox"/>	7. Deferral of the Compulsory Military Service	--	for Taiwan student only
<input type="checkbox"/>	8. Immigration of Draftees	--	for Taiwan student only
<input type="checkbox"/>	9. Hong Kong Visa (for the representative of University or Students' Association) (Departure Date : ____/____/____ Reason : _____)	--	Please attach relevant supporting documents and all applications forms should be submitted by team leader.

III. COLLECTION METHOD

(Processing time: 5 working days)

- ☐ 1. To collect personally at Academic Registry Counter (Room N109)
☐ 2. _____ is authorized to collect document , I.D./Passport/ Student No. : _____
 Contact No. : _____
☐ 3. Mail by : ☐ Express Mail (Mailing charge : MOP/HKD _____)
☐ Surface Mail (Free of charge)
 a. Address and Postal Code : _____
 b. Addressee : _____ Contact No.: _____

STUDENT'S SIGNATURE (Please read "Notes and Fee" of application overleaf)

Student's Signature : _____ Authorizer Signature : _____ Date : _____

Notes and Fee:

1. Payments could be paid by Macau Pass at Student Affairs Office or by cash at the Accounts Office Counter (Block N, Room 109a) with original and copy of the application form after authorized signature, and applicant need to submit the stamped original application form to the Student Affairs Office at Room J108:

2. Documents Required (For environment protection, the following information please be duplex printing on one A4 sheet)

	Mainland China student	Taiwan/ overseas student
Copy of the People's Republics of China Resident Identity Card and "Endorsement to enter Macau" visa page (Type D-Stay) of "Two-way Exit Permit"	✓	N/A
Copy of the information page of "Two-way Exit Permit" / Passport	✓	✓
Copy of student campus card	✓	✓

3. Re-issues fee of Testimonial:

	Providing incorrect information	Others
Additional charge	MOP/HKD 50	MOP/HKD 150

4. If students fail to collect their certification of studies within 1 year from the date of application, the university has the right to void their certification and the application fees will not be refunded or transferred.

FOR UNIVERSITY USE

Student Affairs Office

Category : ☐ Mainland China student ☐ Taiwan student ☐ Hong Kong student ☐ Exchange student

- ☐ 1. Free of charge
☐ 2. Mailing charge : MOP/HKD _____
☐ 3. Supplementary payment (MOP/HKD 50)
☐ 4. Administrative fee (MOP/HKD 150)
☐ 5. Administrative fee (MOP/HKD 150) and mailing charge (MOP/HKD _____) ,
total : MOP/HKD _____

Authorized Signature : _____ Date : _____

Accounts Office

Total Charge : MOP/HKD _____

Authorized Signature : _____ Date : _____

Data Verification (Student Affairs Office)

☐ Data Checking

Checked by : _____ Date : _____

Remark : _____

☐ Data Verification

Verified by : _____ Date : _____

Remark : _____

Data Verification (Academic Registry)

☐ Faculty

Comment : _____

Checked by : _____ Date : _____

☐ Academic Registry

Verified by : _____ Date : _____

Remark : _____