



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*

I. 學生個人資料 PARTICULARS OF STUDENT

姓名(請依照證件) : _____ 學號 Student No. _____
 Name (as printed on ID/passport) : _____ - -

學年 Academic Year : _____ / _____ 學期 Semester : _____

課程 Program : 國際旅遊管理學士學位 Bachelor of International Tourism Management 工商管理學士學位 Bachelor of Business Administration

電郵地址 Email Address. : _____ 聯絡電話 Contact No. : _____

II. 更新內容(只需填寫適用項目) CONTENT OF AMENDMENT (Enter only those items which need amendment)

中文姓名 Name in Chinese _____
 英文姓名 Name in English _____
 通訊地址 Correspondence Address _____
 _____ 郵政編碼 Postal Code _____

永久地址 Permanent Address _____
 _____ 郵政編碼 Postal Code _____

住宅電話 Home Tel No. _____
 聯絡電話 Contact Tel No. _____
 傳真號碼 Fax No. _____
 電郵地址 Email Address _____

性別 Gender 男 Male 女 Female

婚姻狀況 Marital Status 未婚 Single 已婚 Married 離婚 Divorced 其他 Other

身份證/護照編號 I.D./Passport No. _____

簽發日期 Date of Issue _____ / _____ / _____ (DD/MM/YYYY)

簽發地點 Place of Issue _____

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

國籍 Nationality _____

其他(請註明) Others (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 Macau University of Science and Technology.

學生簽名 Student's Signature : _____ 日期 Date : _____

持續教育學院專用 FOR SCS ONLY

資 料 審 核 : _____ 日期 : _____
Received and Checked by : _____ Date : _____

資 料 輸 入 : _____ 日期 : _____
Student Record updated by : _____ 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或郵寄至持續教育學院或傳真至 28750019。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。
- (ii) 如親自遞交表格，請攜同校園卡、個人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，必須附校園卡、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，必須另附交補領校園卡申請表以及有關手續費。

二、 持續教育學院將根據表格第二部份更新學生的資料並於申請日起一個星期後生效。

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. A student who wishes to apply for amendment of student personal data should follow the procedures specified below:
 - (i) This form should be completed and submitted in person to the SCS or by mail/fax at 28750019. Students who apply to amend personal identification details should submit the form in person together with original and copies of Identity Card or Passport.
 - (ii) Please bring along your Campus Card, 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 Campus Card, Identity Card/Passport for verification purpose.
 - (iii) Students who amend their names should also submit the Application for Replacement of Student Campus Card if replacement of the student campus card is required. A handling fee will be charged.
2. The SCS will update the student personal data in accordance with the details in Part II and amendments will be effective one week after receipt of the application.
3. Please note that amendment requests from graduates due to subsequent change of names or other personal particulars will not be entertained (except change of telephone number and address). These requests will only be noted and filed.