



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

證明書申請表(學士學位課程)
APPLICATION FOR CERTIFICATION OF STUDIES
(For Undergraduate Programs only)

持續教育學院專用 For SCS Use Only

收件人 Received by : _____ 日期 Date : _____
備註 Remarks : _____
審核人 Checked by : _____ 日期 Date : _____

※ 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) Name (as printed on ID) : _____ 學生編號 Student No. _____

身份證號碼 I.D. Card No. : _____ 聯絡電話 Contact No. : _____

學生狀況 Student Status : 在讀 Active 畢業 Graduate 休學 Deferred 退學 Withdrawn 停學 Suspended 已轉系 Transferred

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

II. 證明書種類及內容 TYPES AND CONTENTS OF CERTIFICATION OF STUDIES

種類 Type	數量 No of Copies	請填寫及✓選適用之選項 Please fill in and put a ✓ in the required item			
		申請原因 Reason	採用語言 Language Preferred	封口蓋章 Sealed 只可於遞交申請表時提出 Request made at time of application ONLY	備註 Remarks
在學證明(在讀生適用) Testimonial (For active students)			中英文 English & Chinese	<input type="checkbox"/>	# 請勾選表格下方聲明
	<input type="checkbox"/> 將畢業 Potential graduate <input type="checkbox"/> 具畢業資格 Graduation requirements fulfilled	中英文 English & Chinese	<input type="checkbox"/>		
曾就讀證明(已離校學生適用) Testimonial (For non-active students)			中英文 English & Chinese	<input type="checkbox"/>	
上課/測驗/考試證明 Certification of Class / Test / Exam			中英文 English & Chinese	<input type="checkbox"/>	
科目簡介 Course Description			中英文 English & Chinese	<input type="checkbox"/>	
**畢業證明 Testimonial for Graduation		<input type="checkbox"/> 證書待發 Pending graduation certificate <input type="checkbox"/> 一般用 General	中英文 English & Chinese	<input type="checkbox"/>	
總成績單 Transcript			不適用 Not Applicable	<input type="checkbox"/>	
*總成績單核實副本 Certified True Copy of Transcript			不適用 Not Applicable	<input type="checkbox"/>	
**畢業證書核實副本 Certified True Copy of Certificate			不適用 Not Applicable	<input type="checkbox"/>	

*只供已畢業或同時申請總成績單之學生申請。 Only applicable to those who have graduated or applied for Academic Transcript at the same time.

**只供已畢業學生申請。 Only applicable to those who have graduated.

本人知悉若不符合資格,將不獲開具證明且已繳費用不予退回及轉讓。

I acknowledge and understand that if I am not qualified, testimonials will not be issued and fees paid are not refunded or transferred.

III. 遞交文件 Documents attached:

身分證副本 ID Copy 授權書 Authorization Letter 其他 Others : _____

IV. 領取方法 Dispatch Method:

本人親自到持續教育學院領取 To collect personally at SCS 本人授權他人到持續教育學院代為領取文件 To authorize some other persons to collect document at SCS : _____

V. 學生聲明 Declaration:

- 本人知悉學生手冊內有關學生冒用或偽造學歷證明文件可導致開除學籍的規定,本人承諾將誠實使用大學出具的任何學歷證明文件、成績單等。如出現任何不實情況,本人願意承擔一切責任及後果。I acknowledge and understand the regulations in the Student Handbook about students found falsifying or misusing certifications and academic records may be expelled from the University. I hereby promise to use any documents, certifications and transcripts issued by the University honestly and I declare that I shall take full personal responsibility and liability for any consequences resulting from the dishonest use of such documents.
- 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 : _____



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

校方填寫 FOR OFFICE USE ONLY

已付手續費澳門幣 _____ 元
Application fee has been settled MOP _____.

負責人簽名： _____ 日期： _____
Authorized Signature : _____ Date : _____

注意事項

- 一、學生申請證明書必須填寫申請表格，並連同應繳費用及身份證明文件交持續教育學院辦理。
- 二、證明書手續費繳付方式
 - 甲、費用在澳門幣/港幣 500 元以下，可前往持續教育學院繳交現金；
 - 乙、須以劃線澳門幣支票/本票支付，抬頭請寫《澳門科技大學》或《MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY》。
- 三、學生必須填寫充足的資料，否則原件退回。
- 四、因欠費而被終止學籍的學生不能申請有關之成績單或修讀證明信。
- 五、是否發出證明書一概由校方決定。
- 六、批核及發出核實副本一般需時五個工作天，其他證明書則需七個工作天。學生須攜同學生校園卡/身份證到持續教育學院領取證明書。
- 七、學生若委託他人申請或代領，必須填妥授權書。委託人辦理有關手續時，必須出示其身份證副本、授權書及委託人之身份證副本。
- 八、如屬親自或授權代領證明書，學生必須在申請日期起計一年內回校領取，否則，大學有權將逾期領取之證明書註銷，已繳付的手續費亦不予退還或轉讓。
- 九、申請證明書手續費：

申請項目	在讀生 首份收費	在讀生 第二份起收費	校友收費
在學證明	150 元/份	50 元/份	--
曾就讀證明（已離校學生適用）	--	--	150 元/份
科目簡介	150 元/份	50 元/份	150 元/份
上課/測驗/考試證明	50 元/份	20 元/份	--
畢業證明/總成績單	150 元/份	50 元/份	150 元/份
總成績單核實副本	50 元/份	20 元/份	50 元/份
畢業證書核實副本	--	--	50 元/份

NOTES

1. Completed application form for certification of studies should be submitted to the School of Continuing Studies with application fee and copy of ID card.
2. Payment methods:
 - a. For amounts less than MOP/HK500, payments can be made by cash at the School of Continuing Studies.
 - b. By crossed cheque/cashier's order in MOP made payable to "Macau University of Science and Technology".
3. Students must ensure all required information is provided in the form. Otherwise, the application may be rejected.
4. Students who were suspended by the University owing to outstanding fees will not be eligible to apply for any certification of studies.
5. The University has the final decision on whether the certification will be issued.
6. Certified true copies and other certification of studies will normally be issued within 5 and 7 working days respectively from the date of application. Students should bring along their student campus cards or I.D. cards to collect the certification at the School of Continuing Studies.
7. Students may authorize someone to apply or collect the certification on their behalf provided that an authorization letter is shown together with copy of the authorized person's ID card and copy of the student's ID card.
8. 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.
9. Application fee:

Items	Charges for the 1 st copy for Active Student	Charges for the 2 nd and subsequent copies for Active Student	Charges for Alumni
Testimonial	\$150/Copy	\$50/Copy	--
Testimonial for non-active students	--	--	\$150/Copy
Course Description	\$150/Copy	\$50/Copy	\$150/Copy
Certification of Class / Test / Exam	\$50/Copy	\$20/Copy	--
Testimonial for Graduation/Transcript	\$150/Copy	\$50/Copy	\$150/Copy
Certified true copy of Transcript	\$50/Copy	\$20/Copy	\$50/Copy
Certified true copy of Certificate	--	--	\$50/Copy