



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

恢復入學申請表(延期入學後復學適用)  
**APPLICATION FOR RE-ADMISSION**  
**(APPLICABLE FOR DEFERRED ADMISSION)**

研究生院職員收件記錄

To be filled by SGS staff:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**I. 申請人個人資料 PARTICULARS OF APPLICANTS**

申請人姓名 \_\_\_\_\_ 申請編號 \_\_\_\_\_  
Applicant's Name \_\_\_\_\_ Application No. \_\_\_\_\_  
錄取課程 \_\_\_\_\_ 錄取專業 \_\_\_\_\_  
Accepted Program \_\_\_\_\_ Accepted Major \_\_\_\_\_  
通訊地址# \_\_\_\_\_ 郵政編碼 \_\_\_\_\_  
Correspondence Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
#大學將按此地址寄發恢復入學通知書，請務必填寫詳細的地址。The University will send notification to this address, please make sure the provided address is accurate.  
聯絡電話號碼 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
Contact Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**II. 恢復入學申請資料 APPLICATION INFORMATION OF RE-ADMISSION**

原錄取學年 \_\_\_\_\_ 學年  
Original admitted year: \_\_\_\_\_ academic year  
擬恢復入學學年 \_\_\_\_\_ 學年  
Intended re-admitted year: \_\_\_\_\_ academic year

**III. 申請人聲明 DECLARATION**

本人已閱悉新生手冊內有關延期入學的相關規定及注意事項，同時，本人現作出以下聲明：

I have read and understood all the regulations and notes about deferral admission in the Admission Handbook. I hereby declare that:

- ☐ 本人接受恢復入學時錄取課程的學習計劃、課程安排及收費標準；  
I accept the University's [study plan](#), class schedules and related [fees policy](#) stipulated by the University.
- ☐ 本人已知悉恢復入學申請如獲批准，本人必須按校方指定日期前繳交學費及完成入學註冊手續；  
I have known that if application is approved, I must pay related tuition fee and complete the admission registration procedures.
- ☐ 本人確認本申請表中所提供的資料真實無誤，並聲明已知悉及明白『澳門科技大學教務處個人資料收集聲明』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 Academic Registry of Macau University of Science and Technology](#)".

申請人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**IV. 申請手續及須遞交文件 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS**

**(1) 恢復入學申請手續 Application procedures of re-admission:**

(i) 申請人必須於延期入學通知書中所指定的限期前申請恢復入學，申請者須填妥此表格並連同所需文件交至研究生院。恢復入學申請將於收妥所有申請文件後始行辦理。Applicants who wish to apply for re-admission should complete this application form and submit together with required documents to the School of Graduate Studies before specified deadline stated in the Notification of Deferred Admission. Application will only be processed after all required documents are submitted.

(ii) 申請人於提交申請後約四至六週後將獲電郵回覆。申請人獲批准後須於指定限期前繳交學費及辦理入學註冊手續，逾期不繳交學費及註冊入學者，學額將不予保留及有關之留位費亦不予退還。

The application result will be sent to the applicant around four to six weeks upon approval. Successful applicants will be required to pay tuition fee and related expenses. The student status will be cancelled and related retention fee will not be refunded or transferred if the applicant fails to settle tuition fee payment and complete registration procedures before specific deadline.

**(2) 須遞交的文件包括 Required application documents\*:**

- ☐ 填妥及親筆簽署的《恢復入學申請表》Completed and signed *Application for Re-Admission*
- ☐ 身份證明文件複印件 Photocopy of identification document
- ☐ 延期入學通知書複印件 Photocopy of Notification of Deferred Admission
- ☐ 如因健康原因而延期入學，有關身體狀況已康復的醫療證明必須一併遞交  
If deferred admission was due to health reasons, related recovery medical certificate should be submitted

※大學保留修訂及闡釋上述規定的一切權利。The University reserves all rights and privileges to revise and interpret the above mentioned rules and regulations.※

本表格中的中英文版本如有差異，將以中文版本為準 In the event of any discrepancies between the Chinese and English versions of this form, the Chinese version will prevail.

## 部門審批 APPROVAL FROM RELATED DEPARTMENTS

申請人姓名 Applicant Name: \_\_\_\_\_ 申請編號 Applicant No.: \_\_\_\_\_ 申請日期 Application Date: \_\_\_\_\_

<p><b>A) 研究生院 SCHOOL OF GRADUATE STUDIES</b></p> <p><input type="checkbox"/> 已收妥相關文件 Relevant documents received</p> <p><input type="checkbox"/> 申請已登記於系統中 Application recorded in COES</p> <p>備註 Remarks : _____</p>	<p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>B) 學院/研究所 FACULTY</b></p> <p><input type="checkbox"/> 批准 Approved</p> <p><input type="checkbox"/> 不批准 Not approved</p> <p>備註 Remarks : 1. 錄取時是否已獲分配導師 <input type="checkbox"/> 是 <input type="checkbox"/> 否</p> <p>2. 其他: _____</p>	<p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>C) 研究生院院長 DEAN OF SCHOOL OF GRADUATE STUDIES</b></p> <p><input type="checkbox"/> 批准 Approved</p> <p><input type="checkbox"/> 不批准 Not approved</p> <p>備註 Remarks : _____</p>	<p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>D) 財務處 FINANCE OFFICE</b></p> <p><input type="checkbox"/> 學費單已發出 Debit Note Issued, Debit Note No. _____</p> <p>(發出日期 Issue Date: _____ 到期日 Due Date: _____)</p> <p><input type="checkbox"/> 手續辦妥 Cleared</p> <p><input type="checkbox"/> 意見 Comments: _____</p>	<p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>
<p><b>E) 研究生院 SCHOOL OF GRADUATE STUDIES</b></p> <p><input type="checkbox"/> 已出具入學通知書, 信函編號 Re-admission Letter issued, Ref. No. _____</p> <p><input type="checkbox"/> 已登記審批結果於表格及系統中 Approval result recorded in Excel and COES</p> <p><input type="checkbox"/> 已電郵通知復學生* Notification emailed</p> <p>*正式的《入學通知書》及《確認錄取證明書》將於確認復學生已繳妥學費後再郵寄予<u>內地學生</u>。</p> <p>已抄送至 Cc to <input type="checkbox"/> Finance Office <input type="checkbox"/> CBPS</p>	<p>負責人簽名 Authorized signature : _____</p> <p>日期 Date : _____</p>