



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

更改個人資料申請表(在讀研究生適用)
APPLICATION FORM FOR PERSONAL DATA AMENDMENT
(For Postgraduate Students)

研究生院職員收件記錄

To be filled by SGS:

Received by: _____

Date: _____

※ 請於填表前細閱背頁之注意事項 Please read the notes overleaf before completing this form.

I. 學生個人資料 PARTICULARS OF STUDENT

姓名 _____ 學生編號 _____
Name _____ Student Number _____

聯絡電話 _____ 電郵 _____
Contact Phone No. _____ Email _____

II. 個人資料更改內容 AMENDMENT ITEMS

(只需填寫更改項目 Please only enter the items which need amendment)

中文姓名 Name in Chinese: _____	英文姓名 Name in English: _____
國籍 Nationality: _____	永久居住地/戶籍 Permanent Residence: _____
出生日期 Date of Birth (DD/MM/YYYY): _____	出生地點 Place of Birth: _____
身份證資料 Information of Identity Card: 編號 I.D. Card No.: _____ 簽發地點 Issue Place: _____ 簽發日期 Issue Date: _____ 有效日期 Expiry Date: _____	護照/通行證資料 Information of Passport/EEP: 編號 Passport/EEP No.: _____ 簽發地點 Issue Place: _____ 簽發日期 Issue Date: _____ 有效日期 Expiry Date: _____
永久地址 Permanent Address: _____ _____ 郵編 Postal Code _____	
住宅電話 Home Telephone Number: _____	傳真號碼 Fax Number: _____
其他資料 Other Information: _____ _____	

III. 學生聲明及簽署 DECLARATION AND SIGNATURE

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 all 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](#).

學生簽名 Student Signature:  日期 Date: _____

申請文件及遞交方式 APPLICATION DOCUMENTS AND WAYS TO SUBMIT APPLICATION

學生如欲更改個人資料，必須按下列步驟提出申請：

A student who wishes to apply for amendment of personal data should follow the procedures specified below:

1. 請填妥本申請表格連同身份證明文件複印件及其他證明文件(如有)親身遞交、郵寄或電郵至研究生院 Please submit the completed and signed application form with photocopy of identification document and related supporting document (if any) to the School of Graduate Studies in person/ by post/ by email:

地址 Address: 澳門氹仔偉龍馬路澳門科技大學研究生院 The Service Counter of School of Graduate Studies, Macau University of Science and Technology, Avenida Wai Long, Taipa, Macau.
電話 Tel: +853-88972262 電郵地址 Email: sgs@must.edu.mo

2. 如需更改身份證明文件類別或編號，必須攜同有關身份證明文件正本親自至研究生院櫃檯遞交申請。 Students who apply to amend the type or number of identification document should submit the application to the School of Graduate Studies Service Counter in person together with the original copy of identification document.
3. 中國內地學生如申請轉換身份證明文件類別，須同時遞交《[聲明書](#)》。 For students from mainland China who apply to change the type of identity card must submit a “[Declaration](#)” together with this application form.
4. 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一個月內，攜同有關通知書到財務處(N 座 109a 室)繳付校園卡更換手續費(港幣/澳門幣 300 元)以辦理校園卡更換手續。 For students who amend their names, application for Replacement of Student Campus Card should be submitted to the Finance Office Service Counter (N109a) within one month together with the notice of approval and related fee (HKD/MOP300).

注意事項 NOTES

1. 研究生院將根據本申請表格中第 II 部份的內容更新學生的個人資料，並於申請日起計一個工作日後生效，學生可自行登入[網上選科系統](#)(COES)查核更新記錄。 The School of Graduate Studies will update the student personal information in accordance with the details in Part II stated in this application form. Related amendment will be effective one working day after receipt of the application. Students should login to the [COES](#) and verify the updated information.
2. 學生如需更改手提電話號碼、電子郵件或通訊地址，可自行登入[網上選科系統](#)(COES)更改。 Students can make changes of their mobile phone number, email or correspondence address by logging into the [COES](#).
3. 非本地學生如於大學發出學費付款通知書前成功轉為澳門居民，則該付款通知書將以澳門居民的收費標準計算，並不設有繳費的追溯期。 When non-local students succeed in obtaining the status of local students before a debit note is issued, they will be charged according to the tariff imposed on Macao residents. The change of student status has no retrospective effect on tuition fees and charges.
4. 畢業生更改個人資料的申請將不獲辦理。 Please note that amendment requests from graduates owing to subsequent change of names or other personal particulars will not be entertained.

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

以下由研究生院職員填寫 THIS PART IS FOR STAFF USE ONLY:

☐ 已審核並已於 COES 中更改學生個人資料，更改日期為: _____

如學生更改姓名或身份證明文件類別(即轉換身份):

☐ 已記錄學生更改情況

☐ 已出信並已抄送資訊科技發展辦公室、財務處及所屬學院(只適用於學生更改姓名或轉換身份)

☐ 已通知資訊科技發展辦公室於 COES 中已加入備註(只適用於學生轉換身份)

負責職員簽署: _____ 日期: _____

審核職員簽署: _____ 日期: _____