澳 門 科 技 大 學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

課程證明申請表
COURSE CERTIFICATE APPLICATION FORM

Ref: _____

領取人簽名
Receiver' s Signature：

_____

日期
Date：_____

(注意: 本申請表只適用於*研究生*。Note: This form is only applicable for *postgraduate students*.)

I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名
Student Name ——————————————————————

學生編號
Student No. ——————————————————————

聯絡電話號碼
Contact Phone No. ——————————————————

電郵地址
E-mail Address ——————————————————

II. 申請項目 ITEMS OF APPLICATION

種類 Type	申請數量 No of Copy	申請原因 Apply Reason	申請手續費(每份)* Application Fee (per copy)	總費用 Total Fee
科目簡介 Course Description			$150	$_____
上課/測驗/考試證明 Certification of Class/Test/Exam			$50	$_____
學科專業範疇證明 Certification of Program Academic Field			$150	$_____
畢業生/應居畢業研究生個人資料表 Postgraduate/ Potential Postgraduate Profile (須同時遞交一份 《畢業生/應居畢業研究生個人資料表》)			$150	$_____

*申請手續費之詳情及付款方式請參閱背頁說明。Please refer to the Fees table and payment methods for application fee overleaf.

III. 領取方法 DISPATCH METHODS

☐ 本人親自到學院辦公室領取
To collect personally at Faculty counter

☐ 授權以下人士到學院辦公室領取
To authorize other person to collect ——————————————

☐ 請郵寄至以下地址
Please post to the following address ——————————————————————

郵編
（Postal code）——————

收件人
Receiver——————

收件人聯絡電話
Contact Phone No.——————————

請選擇一種郵寄方式
Please choose a posting method

EMS NO._____

☐ 平郵 Surface Mail (郵費已包含於申請費用中 Postage is included in the application fee)

☐ 速遞 Speed Post (以 EMS 方式速遞至廣東省內地區需收取$25、廣東省以外地區$30 郵費
Extra charges of $25 for regions inside and $30 for regions outside Guangdong Province will be levied)

IV. 財務處收費 FOR FINANCE OFFICE USE ONLY

學生已付手續費　　　　澳門幣/港幣　　　　　　　及　郵費　　　　　　　　合共　澳門幣/港幣
Application fee has been settled　MOP /HKD　——————　and　mailing charges ——————元，Total　MOP　/HKD——————元。

付 款 方 式　　　　　　　　　　負 責 人 簽 名　　　　　　　　　　日期
Payment Method——————————　Authorized Signature——————————　Date ——————————。

V. 學生聲明 DECLARATION

　　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*".

　　本人已知悉如本人因任何原因導致不符合申請上述證明文件之資格，大學將不會開具相關證明文件且本人已繳的所有費用亦不予退回或轉讓。I acknowledge and understand that if I am not qualified to apply the mentioned testimonial(s), then testimonial(s) will not be issued and fees paid are not refundable or transferrable.

學 生 簽 名
Student's Signature：——————————————————————

日期
Date：——————————————————

FOR FACULTY STAFFS USE ONLY：

Received by: _____ Date: _____ Checked by: _____ Date: _____

SGS/S010-06/APR23-E

注意事項 NOTES

1. 因欠費而被終止學籍的學生不能申請任何本表所述之證明文件。Students who were suspended by the University owing to outstanding fees will not be eligible to apply for any documents mentioned in this form.
2. 學生必須填寫及提供充足的資料，否則原件退回。Students must ensure all required information is provided in the form. Otherwise, the application may be rejected.
3. 是否發出證明文件概由校方決定。The University has the final decision on whether the certification will be issued.

辦理手續及須遞交文件 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

本申請表中所述之證明文件的辦理時間約需 5~7 個工作天，申請者請預留足夠時間提前申請。請填妥本申請表及親筆簽署後，連同以下文件遞交至所屬學院辦公室，一切行政程序將於有關文件及費用收妥後始行辦理。All certification will normally be issued within 5~7 working days respectively from the date of application, students should set aside enough time to apply for the certifications. Student who wishes to apply for certification of studies should submit a written application to the respective Faculty Office and pay related application fee at the Finance Office Service Counter. Related administrative procedures will not begin until application documents submitted and payment has been settled.

須遞交的申請文件包括 Required application documents include:

☐ 身份證明文件複印件
Photocopy of identification document

☐ 親筆簽署的*授權書*正本及被授權人的身份證明文件複印件（如授權他人辦理/領取者適用）
Signed *Authorization Letter* and copy of both parties' identification document (applicable for those authorize other person to apply and/or collect)

申請手續費及付款方式 APPLICATION FEE AND PAYMENT METHODS

申請種類 Type of Certification of Study	首份收費 1st copy (HKD/MOP)
科目簡介 Course Description	$150/Copy
上課/測驗/考試證明 Certification of Class/Test/Exam	$50/Copy
學科專業範疇證明 Certification of Program Academic Field	$150/Copy
畢業生/應屆畢業研究生個人資料表 Postgraduate/ Potential Postgraduate Profile	$150/Copy

*在同一張申請表上填寫申請多份相同的證明書種類，其第二份起收費可按此收費標準計算 When more than one copies of a type of certificates are requested in one application, the 2nd and subsequent copies will be charged according to this standard.

付款方式 Payment Methods:

1. 費用在澳門幣/港幣 500 元以下，可前往財務處櫃檯繳交現金;
   For amounts less than MOP/HKD500,payment can be made by cash at the Finance Office Service Counter.
2. 以劃線澳門幣支票/本票/匯票支付，抬頭請寫《澳門科技大學》;
   By crossed cheque/cashier's order/bank draft in MOP made payable to "Macau University of Science and Technology".
3. 以非澳門幣的匯票或支票繳交，建議於費用外另加港幣 50 元之澳門銀行處理票據手續費;
   By non-MOP bank draft or cheque, students are advised to add extra HKD 50 for covering the related bank charges.
4. 澳門科技大學銀行賬戶資料 The bank information of Macau University of Science and Technology:

銀行名稱 中國工商銀行澳門分行 Bank Name: The Industrial and Commercial Bank of China Macau Branch 賬戶名稱 澳門科技大學 Account Name: Macau University of Science and Technology 賬戶號碼 Account NO.: 0108000100000004371 (港幣賬戶 HKD account) 銀行地址 澳門新口岸 393-437 號皇朝廣場 18 樓 E,F,G 及 H 座 Bank Address: Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G e H, Edf. Dynasty Plaza, Macau 環球電訊號碼 Swift Code : ICBKMOMX	銀行名稱 中國銀行澳門分行 Bank Name: Bank of China Macau Branch 賬戶名稱 澳門科技大學 Account Name: Macau University of Science and Technology 賬戶號碼 Account NO.: 180111238474366 (港幣賬戶 HKD account) 銀行地址 澳門蘇雅利士大馬路中國銀行大廈地下 Bank Address: Avenida Doutor Mario Soares, Bank of China Building G/F, Macau 環球電訊號碼 Swift Code : BKCHMOMX

5. 任何銀行手續費由學生自付。All service charges from the bank should be paid by student.

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 version of this form, the Chinese version will prevail.