Guidelines for Application for Certification of Studies
(Applicable to Postgraduates)

Types of Certifications of Studies applicable to Postgraduates include:

	Types of Certifications of Studies	Types		Applicable to	Application
1.	Letter of Certification (General uses)	Paper Copy	Electronic Copy	Current students and Graduates	Login WeMust Student APP>Home>Teaching&Learning>Certification>Apply>Select Type *Please read the notes carefully prior to application.
2.	Transcript	Paper Copy			
3.	Certified True Copy of Certificate	Paper Copy		Graduates	
4.	Graduated Student Profile	Paper Copy			
5.	Testimonial (For applying Visa/Permit)	Paper Copy		Current students	Submit the signed application form and photocopies of identification documents personally/by authorization/by email to apply.

Payment Methods:

1. Application fees varied depending on the types of Certifications of Studies, please refer to the application fees stated in the APP.
2. Students can apply through WeMust Student APP>Home>Teaching&Learning>Certification, payment will be created automatically and settled through APP.
3. If students cannot apply through WeMust Student APP, students can download application form from the University website>Home>School of Graduate Studies>Download, email the signed application form and related documents to sgs@must.edu.mo. Students can pay the application fees (if any) by following methods:
   (1) Finance Office Service Counter: Upon confirmation of the application documents by the School of Graduate Studies, students can bring the application documents to the Finance Office Service Counter at R102 to pay the application fee;
   (2) Remittance/Transfer: Please refer to the bank information at the back of the application form, please also provide the remittance / transfer voucher for verification (Verification process takes time.)
4. All types of Certifications of Studies will be processed on the second working day upon confirmation of the application documents and application fee (if any). Paper Copy of Certifications of Studies will normally be issued within five working days, electronic copy of Certifications of Studies will normally be issued within two working days.

Updated: February 2024

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Dispatch Methods:

1. Collect personally: Students collect personally at School of Graduates Studies Counter at Room O507, Block O by presenting Student Campus Card/Identification Documents.
2. Authorize others to collect: Authorized person collect at School of Graduates Studies Counter at Room O507, Block O by presenting the Authorization Letter and copy of both parties' Identification Documents, if the authorization documents were submitted during application, there is no need to resubmit during collection.
3. Post: Certification of Studies will be mailed after being issued, the time of posting depends on the handling process of the Post Office.
4. Electronic copy of Certification of Studies can be downloaded on WeMust Student APP when it is ready for collection.

Remark:

1. For dispatch methods which is collect personally or authorize others to collect, 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.
2. The above are general guidelines for application for Certification of Studies, the University reserves all rights and privileges in revising the application, content, application fees, etc.

Updated: February 2024