



# 澳門科技大學 MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## 證明書申請表

### APPLICATION FOR CERTIFICATION OF STUDIES

(APPLICABLE FOR POSTGRADUATE STUDENTS)

領取簽名  
Signature: \_\_\_\_\_  
日期  
Date: \_\_\_\_\_

#### I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名 \_\_\_\_\_ 學生編號 \_\_\_\_\_  
Student Name \_\_\_\_\_ Student No. \_\_\_\_\_  
聯絡電話號碼 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
Contact Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

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

種類 Type	採用語言 Language Preferred	數量 No of Copy	申請原因 Reason	申請費用** Application Fee	封口蓋章費用** Sealed
證明書 Letter of Certification	中英文 English & Chinese			\$150/份	<input type="checkbox"/> \$5/份
總成績單 Transcript	中英文 English & Chinese			\$150/份	<input type="checkbox"/> \$5/份
畢業證書核實副本* Certified True Copy of Certificate	不適用 Not Applicable			\$50/份	<input type="checkbox"/> \$5/份
畢業生檔案(內地生適用)* Graduated Student Profile (For mainland students)	中文 Chinese			\$150/份	不適用 Not Applicable

\*只供畢業生申請。 Only applicable to those who have graduated.

\*\*證明書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 method for application fee overleaf.

#### III. 領取方法 DISPATCH METHODS

本人親自到研究生院領取  
To collect personally at SGS counter

授權以下人士到研究生院代為領取  
To authorize other person to collect \_\_\_\_\_

請郵寄至以下地址  
Please post to the following address \_\_\_\_\_

郵編 \_\_\_\_\_ 收件人 \_\_\_\_\_ 收件人聯絡電話 \_\_\_\_\_  
(Postal code) Receiver 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 \_\_\_\_\_ 元。  
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 "[Macau University of Science and Technology Personal Data Collection Statement](#)".

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。同時，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 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. I also 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 refunded or transferred.

學生簽名: \_\_\_\_\_  
Student's Signature

日期: \_\_\_\_\_  
Date

FOR SGS STAFFS USE ONLY :

Ref: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Student Status: \_\_\_\_\_ Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

## 申請手續及須遞交文件 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 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研究生院櫃檯，一切行政程序將於有關文件及費用收妥後始行辦理。 Certification of Studies mentioned in this application form will normally be issued within five 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 School of Graduate Studies Service Counter and pay related application fee. 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/領取證明者適用）

Signed [Authorization Letter](#) and photocopy of both parties' identification document (applicable for those authorize other person to apply and/or collect certifications)

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

申請種類 Type of Certification of Study	在讀生(首份收費) Charges for the 1 <sup>st</sup> copy for Active Student	在讀生(第二份起收費)* Charges for the 2 <sup>nd</sup> copy for Active Student	校友收費 Charges for Alumni	封口蓋章 Seal (per copy)
證明書 Letter of Certification	\$150/Copy	\$50/Copy	\$150/Copy	\$5/copy
總成績單 Transcript	\$150/Copy	\$50/Copy	\$150/Copy	\$5/copy
畢業證書核實副本 Certified True Copy of Certificate	---	---	\$50/Copy	\$5/copy
畢業生檔案 Graduated Student Profile (For mainland students)	---	---	\$150/Copy	不適用 Not Applicable

\*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 2<sup>nd</sup> and subsequent copies will be charged according to this standard.

### 付款方式 Payment Methods:

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

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

## 注意事項 NOTES

- 本申請表只適用於研究生。This form is only applicable for postgraduate students.
- 學生於領取時請出示校園卡及身份證明文件正本，並到研究生院櫃檯領取。  
Students should bring along with the original copy of their Student Campus Cards or identification documents to collect the certifications at the service counter of the School of Graduate Studies.
- 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.

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.