



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

Ref: _____
Receiver's Signature _____
Date _____

APPLICATION FOR CERTIFICATION OF STUDIES

(APPLICABLE FOR POSTGRADUATES)

I. PARTICULARS OF STUDENT

Student Name _____ Student No. _____

Contact Phone No. _____ E-mail Address _____

II. TYPES AND CONTENTS OF CERTIFICATION OF STUDIES

Type	No of Copy	Sealed	()* Application Fee (per copy)	Total Fee
Testimonial for Graduation	<input type="checkbox"/> General uses	<input type="checkbox"/>	\$150/	\$_____
	<input type="checkbox"/> Pending Graduation Certificate	<input type="checkbox"/>	: \$150/ Free for 1st copy of first application, \$150/Copy thereafter	\$_____
Transcript		<input type="checkbox"/>	\$150/	\$_____
Certified True Copy of Graduation Certificate		<input type="checkbox"/>	\$50/copy	\$_____
Certified True Copy of Transcript		<input type="checkbox"/>	\$50/copy	\$_____
(For mainland students only) #		N/A	\$150/	\$_____
(For mainland students only)			\$150/	\$_____

* Please refer to the details of application fee and payment methods overleaf.
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III. DISPATCH METHODS

To collect personally at SGS counter To authorize other person to collect _____

Please post to the following address _____

Please choose a posting method Surface Mail (Postage is included in the application fee)

EMS No. _____ Speed Post (EMS \$25 \$30

Extra charges of \$25 for regions inside and \$30 for regions outside Guangdong Province will be levied)

IV. FOR ACCOUNTS OFFICE USE ONLY

Application fee has been settled MOP /HKD _____ and mailing charges _____ Total MOP /HKD _____

Payment Method _____ Authorized Signature _____ Date _____

V. DECLARATION

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](#)".

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 will not be refunded or transferred.

Student's Signature _____ Date _____

FOR SGS STAFFS USE ONLY			
Received by: _____	Date: _____	Checked by: _____	Date: _____

APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

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sgs@must.edu.mo

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 or email to sgs@must.edu.mo and pay related application fee. Related administrative procedures will not begin until application documents submitted and payment has been settled.

Required application documents include:

- Photocopy of identification document
- [Self-evaluation Form](#) (Applicable for who apply for Student Profile)
- Signed [Authorization Letter](#) and copy of both parties' identification document (applicable for those authorize other person to apply and/or collect certifications)

APPLICATION FEE AND PAYMENT METHODS

Type of Certification of Study		1 st copy	* 2 nd and subsequent copies
Testimonial for Graduation	General uses	\$150/	
	Pending Graduation Certificate	Free for 1 st copy of first application	\$150/Copy thereafter
Transcript		\$150/	
Certified True Copy of Graduation Certificate		\$50/Copy	
Certified True Copy of Transcript		\$50/Copy	
For mainland students only			\$150/
For mainland students only		\$150/	

* 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.

Payment Methods:

1. / 500 ;
For amounts less than MOP/HKD500, payment can be made by cash at the Accounts Office Service Counter;
2. / / ;
By crossed cheque/cashier's order/bank draft in MOP made payable to "Macau University of Science and Technology";
3. 50 ;
By non-MOP bank draft or cheque, students are advised to add extra HKD 50 for covering the related bank charges;
4. The bank information of Macau University of Science and Technology:

Bank Name: The Industrial and Commercial Bank of China Macau Branch Account Name: Macau University of Science and Technology Account NO.: 0108000100000004371 (HKD account) 393-437 18 E,F,G H Bank Address: Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G e H, Edf. Dynasty Plaza, Macau Swift Code : ICBKMOMX	Bank Name: Bank of China Macau Branch Account Name: Macau University of Science and Technology Account NO.: 01-112-384743-6 (HKD account) Avenida Doutor Bank Address: Mario Soares, Bank of China Building G/F, Macau Swift Code : BKCHMOMX
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5. All service charges from the bank should be paid by student.

NOTES

1. _____ This form is only applicable for postgraduates.
2. Students should bring along with the original copy of their Student Campus Card and identification document to collect the certification at the service counter of the School of Graduate Studies.
3. The University has the final decision on whether the certification will be issued.

Remark: In the event of any discrepancies between the Chinese and English version of this form, the Chinese version will prevail.