



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

For SCS Use Only

APPLICATION FOR STUDENT PERSONAL DATA AMENDMENT

Please read the notes overleaf before completing this form. Please use capital letters

I. PARTICULARS OF STUDENT

Name (as printed on ID/passport) Student No. Academic Year Semester Program Bachelor of International Tourism Management Bachelor of Business Administration Email Address. Contact No.

II. CONTENT OF AMENDMENT (Enter only those items which need amendment)

Name in Chinese Name in English Correspondence Address Postal Code Permanent Address Postal Code Home Tel No. Contact Tel No. Fax No. Email Address Gender Male Female Marital Status Single Married Divorced Other I.D./Passport No. Date of Issue Place of Issue Date of Birth Nationality Others (please specify)

Personal 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 Macau University of Science and Technology.

Student's Signature Date

**FOR SCS ONLY**

Received and Checked by \_\_\_\_\_ Date

Student Record updated by \_\_\_\_\_ Date

\_\_\_\_\_

(i) 28750019

(ii)

(iii)

**Notes**

1. A student who wishes to apply for amendment of student personal data should follow the procedures specified below:
  - (i) This form should be completed and submitted in person to the SCS or by mail/fax at 28750019. Students who apply to amend personal identification details should submit the form in person together with original and copies of Identity Card or Passport.
  - (ii) Please bring along your Campus Card, Identity Card or Passport for verification if you submit this form in person. If you prefer to submit this application by post/fax, it is then necessary for you to attach a photocopy of the Campus Card, Identity Card/Passport for verification purpose.
  - (iii) Students who amend their names should also submit the Application for Replacement of Student Campus Card if replacement of the student campus card is required. A handling fee will be charged.
2. The SCS will update the student personal data in accordance with the details in Part II and amendments will be effective one week after receipt of the application.
3. Please note that amendment requests from graduates due to subsequent change of names or other personal particulars will not be entertained (except change of telephone number and address). These requests will only be noted and filed.