



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FOR CERTIFICATION OF STUDIES
(For Undergraduate Programs only)

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

I. PARTICULARS OF STUDENT

Name (as printed on ID) Student No.

I.D. Card No. Contact No.

Student Status Active Graduate Deferred Withdrawn Suspended Transferred

Program Bachelor of Business Administration Bachelor of International Tourism Management

II. TYPES AND CONTENTS OF CERTIFICATION OF STUDIES

Table with 5 columns: Type, No of Copies, Reason, Language Preferred, Sealed, Remarks. Rows include Testimonial (For active students), Testimonial (For non-active students), Certification of Class / Test / Exam, Course Description, Testimonial for Graduation, Transcript, Certified True Copy of Transcript, and Certified True Copy of Certificate.

* Only applicable to those who have graduated or applied for Academic Transcript at the same time.

** Only applicable to those who have graduated.

I acknowledge and understand that if I am not qualified, testimonials will not be issued and fees paid are not refunded or transferred.

III. Documents attached:

ID Copy Authorization Letter Others

IV. Dispatch Method:



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

FOR OFFICE USE ONLY

Application fee has been settled MOP _____ Authorized Signature _____ Date _____

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MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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| | -- | -- | 150 / |
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| / / | 50 / | 20 / | -- |
| / | 150 / | 50 / | 150 / |
| | 50 / | 20 / | 50 / |
| | -- | -- | 50 / |

NOTES

- Completed application form for certification of studies should be submitted to the School of Continuing Studies with application fee and copy of ID card.
- Payment methods:
 - For amounts less than MOP/HK500, payments can be made by cash at the School of Continuing Studies.
 - By crossed cheque/cashier's order in MOP made payable to "Macau University of Science and Technology".
- Students must ensure all required information is provided in the form. Otherwise, the application may be rejected.
- Students who were suspended by the University owing to outstanding fees will not be eligible to apply for any certification of studies.
- The University has the final decision on whether the certification will be issued.
- Certified true copies and other certification of studies will normally be issued within 5 and 7 working days respectively from the date of application. Students should bring along their student campus cards or I.D. cards to collect the certification at the School of Continuing Studies.
- Students may authorize someone to apply or collect the certification on their behalf provided that an authorization letter is shown together with copy of the authorized person's ID card and copy of the student's ID card.
- 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.
- Application fee:

| Items | Charges for the 1 st copy for Active Student | Charges for the 2 nd and subsequent copies for Active Student | Charges for Alumni |
|---------------------------------------|---|--|--------------------|
| Testimonial | \$150/Copy | \$50/Copy | -- |
| Testimonial for non-active students | -- | -- | \$150/Copy |
| Course Description | \$150/Copy | \$50/Copy | \$150/Copy |
| Certification of Class / Test / Exam | \$50/Copy | \$20/Copy | -- |
| Testimonial for Graduation/Transcript | \$150/Copy | \$50/Copy | \$150/Copy |
| Certified true copy of Transcript | \$50/Copy | \$20/Copy | \$50/Copy |
| Certified true copy of Certificate | -- | -- | \$50/Copy |