



# 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

( ) Student No. \_\_\_\_\_  
Name (as printed on ID) \_\_\_\_\_

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Student Status      Active      Graduate      Deferred      Withdrawn      Suspended      Transferred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

Type	No of Copies	✓ Please fill in and put a ✓ in the required item			
		Reason	Language Preferred	Sealed Request made at time of application ONLY	Remarks
( ) Testimonial (For active students)			English & Chinese		
		Potential graduate Graduation requirements fulfilled	English & Chinese		#
( ) Testimonial (For non-active students)			English & Chinese		
/ / Certification of Class / Test / Exam			English & Chinese		
Course Description			English & Chinese		
** Testimonial for Graduation		Pending graduation certificate General	English & Chinese		
Transcript			Not Applicable		
* Certified True Copy of Transcript			Not Applicable		
** Certified True Copy of Certificate			Not Applicable		

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

\*\* Only applicable to those who have graduated.

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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 \_\_\_\_\_

/ 500  
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MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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	50 /	20 /	50 /
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## 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/HK\$500, 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 <sup>st</sup> copy for Active Student	Charges for the 2 <sup>nd</sup> 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