



To be filled by SGS staff:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name \_\_\_\_\_ Student No. \_\_\_\_\_

Program \_\_\_\_\_ ID/EEP/Passport No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

Reason for Reinstatement:

Reinstatement after Deferred

Reinstatement after Required to Defer

(

)

Reinstatement after Termination of student status (Permission from the Faculty is required and application will only be accepted within the specified period).

Intended resuming semester: \_\_\_\_\_/\_\_\_\_\_ Academic Year \_\_\_\_\_ Semester

1. 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](#)".
2. I hereby declare acceptance of the class sessions, study plan and tuition fee stipulated by the Macau University of Science and Technology upon approval of reinstatement.



This form must be submitted to the School of Graduate Studies before the date mentioned in the Deferral Notification Letter. Students who fail to submit application for resuming study will be terminated and all fees paid are neither refundable nor transferable.

Completed and signed *APPLICATION FORM*

/ Photocopy of identity card or Passport

For health problems, please submit medical reports at the time of application

Should a student's registration be terminated owing to outstanding fees, consent/approval on the reinstatement of student status from the related faculty must first be sought and be attached to this application and then followed by payment of outstanding fees. The University also reserves the right of not accepting this form without Faculty's consent. If payment of outstanding fees is made without obtaining Faculty's approval, the fee paid will not be refunded and transferred. Application will only be processed after payment is made and the form is submitted.

Completed and signed *APPLICATION FORM*

/ Photocopy of identity card or Passport

( \_\_\_\_\_ / 2,000 \_\_\_\_\_ / 3,000 ) Administration fee (MOP/HKD 2,000 for Macao residents, MOP/HKD 3,000 for non-local residents)

Other documentary proof to support the application

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

<p style="text-align: center;">All application documents received Excel                  Application has been recorded in Excel and COES</p>	<p>Authorized Signature_____</p> <p>Date _____</p>
<p> Macao residents  /                  2,000                  Received MOP/HKD 2,000 Administration fee  Non-local residents  /                  3,000                  Received MOP/HKD 3,000 Administration fee  /                  / </p> <p>Enclosed a _____ Bank Check/Cashier Order/Bank Pay-in-slip No. _____</p> <p>(                  only applicable to students who status wan terminated)</p> <p>_____ Arrears have been settled</p>	<p>Authorized Signature_____</p> <p>Date _____</p>
<p> /                  Study arrangement for the resuming semester  Within normal study period                  Courses completed, will start the thesis writing  (                  ) _____  Other arrangement _____  Study plan attached _____  _____ (                  Approved by the Dean of Faculty)  Approved  Not approved                  Reason: _____ </p>	<p>Staff's Signature_____</p> <p>Date _____</p> <p>Dean's Signature _____</p> <p>Date _____</p>
<p> Approved  Not approved                  Reason: _____ </p>	<p>SGS Dean's Signature _____</p> <p>Date _____</p>
<p> Reset student's expiry date for borrowing services  Comments _____ </p>	<p>Authorized Signature_____</p> <p>Date _____</p>
<p> Debit Note to be issued  No issue of Debit Note  Comment: _____ </p>	<p>Authorized Signature_____</p> <p>Date _____</p>
<p> Effective Date _____  Effective Resuming Semester _____ </p>	<p>Authorized Signature_____</p> <p>Date _____</p>
<p> Student status updated  Reset study plan </p>	<p>Authorized Signature_____</p> <p>Date _____</p>
<p> COES                  Student study status has been changed and activity log inputted  Excel                  Approval record has been marked in related Excel table  Student being notified the result in writing  Cc to Accounts Office </p>	<p>Authorized Signature_____</p> <p>Date _____</p>