

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FORM FOR REINSTATEMENT OF STUDENT STATUS

To be filled by SGS staff:

Received by: _____

Date: _____

I. PARTICULARS OF STUDENT

Student Name _____ Student No. _____

Program _____ ID/EEP/Passport No. _____

Correspondence Address _____ Postal Code _____

Contact Phone No. _____ E-mail Address _____

II. INFORMATION OF APPLYING RESTATEMENT OF STUDENT STATUS

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 _____

III. DECLARATION

- 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](#)".
- 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.

Student's Signature  _____ Date _____

IV. APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

(1) Reinstatement after Deferral:

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.

Required documents include:

- Completed and signed *APPLICATION FORM*
- / Photocopy of identity card or Passport
- For health problems, please submit medical reports at the time of application

(2) Reinstatement after Termination of student status:

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.

Required documents include:

- 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

(3) **4 The application will normally take around four weeks for approval. The University will inform the student by written notification and email upon approval.**

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

APPROVAL FROM RELATED DEPARTMENTS

<p>A) SCHOOL OF GRADUATE STUDIES All application documents received Excel Application has been recorded in Excel and COES</p>	Authorized Signature _____ Date _____
<p>B) FINANCE OFFICE COUNTER Macao residents 2,000 Received MOP/HKD 2,000 Administration fee Non-local residents 3,000 Received MOP/HKD 3,000 Administration fee / / Enclosed a _____ Bank Check/Cashier Order/Bank Pay-in-slip No. _____ (_____ only applicable to students who status wan terminated) _____ Arrears have been settled</p>	Authorized Signature _____ Date _____
<p>C) FACULTY Study arrangement for the resuming semester Within normal study period Courses completed, will start the thesis writing Other arrangement Study plan attached _____ Approval from Faculty (_____ Approved by the Dean of Faculty) Approved Not approved Reason: _____</p>	Staff's Signature _____ Date _____ Dean's Signature _____ Date _____
<p>D) APPROVAL BY DEAN OF SCHOOL OF GRADUATE STUDIES Approved Not approved Reason: _____</p>	SGS Dean's Signature _____ Date _____
<p>E) LIBRARY Reset student's expiry date for borrowing services Comments _____</p>	Authorized Signature _____ Date _____
<p>F) FINANCE OFFICE Debit Note to be issued No issue of Debit Note Comment: _____</p>	Authorized Signature _____ Date _____
<p>G) SCHOOL OF GRADUATE STUDIES Effective Date _____ Effective Resuming Semester _____</p>	Authorized Signature _____ Date _____
<p>H) ITDO Student status updated Reset study plan</p>	Authorized Signature _____ Date _____
<p>I) SCHOOL OF GRADUATE STUDIES 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>	Authorized Signature _____ Date _____