

澳門科學技術大學
 MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

申請學位證書
 APPLICATION FOR CERTIFICATION OF STUDIES
 (APPLICABLE FOR POSTGRADUATE STUDENTS)

I. 個人資料 PARTICULARS OF STUDENT

姓名 Student Name _____ 學號 Student No. _____
 聯絡電話 Contact Phone No. _____ 電子郵件 E-mail Address _____

II. 學位證書種類及內容 TYPES AND CONTENTS OF LETTER OF CERTIFICATION

類別 Type	語言 Language Preferred	份數 No of Copy	原因 Reason	申請費 Application Fee	密封 Sealed
學位證書 Letter of Certification	英語及國語 English & Chinese			\$150/½	是 \$5/½
成績單 Transcript	英語及國語 English & Chinese			\$150/½	是 \$5/½
經核實之證書真確副本 Certified True Copy of Certificate	不適用 Not Applicable			\$50/½	是 \$5/½
畢業生個人資料表 (適用於內地學生) Graduated Student Profile (For mainland students)	國語 Chinese			\$150/½	否 Not Applicable

* 僅適用於已畢業者。
Only applicable to those who have graduated.

** 請參閱申請費表及繳費方法。
Please refer to the fees table and payment method for application fee overleaf.

III. 其他 Other

TM N » ÷ ê ñ 1 APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

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Certification of Studies mentioned in this application from will normally be issued within five working days respectively from the date of application, students should set aside enough time to apply for the certifications. Student who wishes to apply for certification of studies should submit a written application to the School of Graduate Studies Service Counter and pay related application fee. Related administrative procedures will not begin until application documents submitted and payment has been settled.

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Photocopy of identification document

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Signed [Authorization Letter](#) and photocopy of both parties' identification document (applicable for those authorize other person to apply and/or collect certification)

TM N » ÷ 1 Ó APPLICATION FEE AND PAYMENT METHODS

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Type of Certification of Study	Charges for the 1 st copy for Active Student	Charges for the 2 nd copy for Active Student	Charges for Alumni	Seal (per copy)
þ 4 Letter of Certification	\$150/Copy	\$50/Copy	\$150/Copy	\$5/copy
t n B Transcript	\$150/Copy	\$50/Copy	\$150/Copy	\$5/copy
e p þ ! ô K • Certified True Copy of Certificate	---	---	\$50/Copy	\$5/copy
e p " " Graduated Student Profile (For mainland students)	---	---	\$150/Copy	ì ~ " Not Applicable

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1 Ó Payment Methods

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For amount less than MOP/HKD 500 payment can be made by cash at the Office Service Counter.
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By crossed cheque/cashier's or bank draft in MOP made payable to "Macau University of Science and Technology".
- 0 Ú Ð þ ' { { æ - ô L | - ¢ " f \ C Ý þ 50 á Ð Ð l Ä [{ ö » ¢ ;
By non-MOP bank draft or cheque, students are advised to add extra HKD 50 for covering the bank charges.
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 Bank Name The Industrial and Commercial Bank of China Macau Branch
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 Account Name Macau University of Science and Technology
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 Account No.: 0108000100000004371 (þ a HKD account)
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 Bank Address Alm Dr. Carlos D Assumpcao, No. 393, 18 Andar E, F, G e H,