



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

Application for Certification of Studies

APPLICATION FOR CERTIFICATION OF STUDIES  
(APPLICABLE FOR POSTGRADUATE STUDENTS)

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

I. PARTICULARS OF STUDENT

Student Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
Contact Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

II. TYPES AND CONTENTS OF LETTER OF CERTIFICATION

Type	Language Preferred	No of Copy	Reason	Application Fee	Sealed
Letter of Certification	English & Chinese			\$150/½	¥5/½
Transcript	English & Chinese			\$150/½	¥5/½
Certified True Copy of Certificate	Not Applicable			\$50/½	¥5/½
Graduated Student Profile (For mainland students)	Chinese			\$150/½	Not Applicable

\* Only applicable to those who have graduated.  
\*\* Please refer to the fees table and payment method for application fee overleaf.

III. POSTAGE

Please post to the following address: \_\_\_\_\_  
(Postal code) \_\_\_\_\_ Receiver \_\_\_\_\_ Contact Phone No. \_\_\_\_\_  
Please choose a posting method:  Surface Mail (Postage is included in the application fee)  
 Speed Post (EMS) — \$25 for regions inside and \$30 for regions outside Guangdong Province will be levied  
EMS NO. \_\_\_\_\_

IV. FOR FINANCE OFFICE USE ONLY

Application fee has been settled MOP /HKD \_\_\_\_\_ and mailing charges \_\_\_\_\_ Total MOP /HKD \_\_\_\_\_  
Payment Method \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

V. DECLARATION

If the applicant has provided false or misleading information, then testimonial(s) will not be issued and fees paid are not refunded or returned.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR SGS STAFFS USE ONLY  
Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Student Status: \_\_\_\_\_ Ref: \_\_\_\_\_  
Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

ê ñ ' TM N 1 E t Required application documents include

- 1. J ½ p 4 1 D Ñ 1  
 Photocopy of identification document
- 2. f = Ý ý ' ä p ! ... • ÷ Ì ä p " ' J ½ p 4 1 D Ñ 1 ö ä p 4 " ¢ [ / & — p 4 £ ~"  
 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**

TM N • * Type of Certification of Study	ç " ( h ½ ¢ ) Charges for the 1 <sup>st</sup> copy for Active Student	ç " ( f ' ½ ¢ ) * Charges for the 2 <sup>nd</sup> copy for Active Student	ö ¢ Charges for Alumni	> ± Ä Seal (per copy)
p 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 p ! ô K • Certified True Copy of Certificate	---	---	\$50/Copy	\$5/copy
e p " Graduated Student Profile (For mainland students)	---	---	\$150/Copy	ì ~" Not Applicable

\* ç Ô ÷ TM N Ä ç \$ j TM N í ½ ì Ô ' p 4 • \* ô f ' ½ ¢ Q j ¢ ± — @ %  
 When more than one copies of a type of certificates are requested in one application, the 2<sup>nd</sup> and subsequent copies will be charged according to this standard.

**1 Ó Payment Methods**

1. ¢ " ç Ð p / Ý p 500 á 0 ô Q û ó M Ä æ ñ \ î ;  
 For amount less than MOP/HKD500 payment can be made by cash at the Office Service Counter.
2. 0 Ä Ð p { / • { / { 1 ô ) Ð N j Ð ý p µ â ! ;  
 By crossed cheque/cashier's or bank draft in MOP made payable to "Macau University of Science and Technology".
3. 0 Ú Ð p ' { { æ ñ ô L | - ¢ " f \ C Ý p 50 á Ð Ð I Ä [ { ô » ¢ ;  
 By non-MOP bank draft or cheque, students are advised to add extra HKD 50 for covering the bank charges.
4. Ð ý p µ â l a W The bank information of Macau University of Science and Technology  
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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 (p a HKD account)  
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