



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

Application Form

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/ %	\$5/ %
Transcript	English & Chinese			\$150/ %	\$5/ %
Certified True Copy of Certificate	Not Applicable			\$50/ %	\$5/ %
Graduated Student Profile (For mainland students)	Chinese			\$150/ %	Not Applicable

* Only applicable to those who have graduated.

** Please refer to the fees table and payment method for application fee overleaf.

III. DISPATCH METHOD

To collect personally at SGS counter _____ To authorize other person to collect _____

Please post to the following address _____

(Postal code) _____ Receiver _____ Contact Phone No. _____

Please choose a posting method _____

EMS NO. _____

Extra charges of \$25 for regions inside and \$30 for regions outside Guangdong Province will be levied

IV. FOR FINANCE OFFICE USE ONLY

Application fee has been settled MOP / HKD _____ and mailing charges _____

Payment Method _____ Authorized Signature _____ Date _____

V. 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 acknowledge and understand the regulations in the Student Handbook about students found falsifying or misusing certifications and academic records may be expelled from the University. I hereby promise to use any documents, certifications and transcripts issued by the University honestly and I declare that I shall take full personal responsibility and liability for consequences resulting from the dishonest use of such documents. I also acknowledge and understand that if I am not qualified to apply the mentioned testimonial(s), then testimonial(s) will not be issued and fees paid are not refunded or transferred.

I acknowledge and understand the regulations in the Student Handbook about students found falsifying or misusing certifications and academic records may be expelled from the University. I hereby promise to use any documents, certifications and transcripts issued by the University honestly and I declare that I shall take full personal responsibility and liability for consequences resulting from the dishonest use of such documents. I also acknowledge and understand that if I am not qualified to apply the mentioned testimonial(s), then testimonial(s) will not be issued and fees paid are not refunded or transferred.

Student's Signature _____ Date _____

FOR SGS STAFFS USE ONLY	Ref: _____
Received by: _____ Date: _____	Checked by: _____ Date: _____

APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

Certification of Studies mentioned in this application form 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.

Required application documents include

- 1. Photocopy of identification document
- 2. Signed [Authorization Letter](#) and photocopy of both parties' identification document (applicable for those authorize other person to apply and/or collect certifications)

APPLICATION FEE AND PAYMENT METHODS

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)
Letter of Certification	\$150/Copy	\$50/Copy	\$150/Copy	\$5/copy
Transcript	\$150/Copy	\$50/Copy	\$150/Copy	\$5/copy
Certified True Copy of Certificate	---	---	\$50/Copy	\$5/copy
Graduated Student Profile (For mainland students)	---	---	\$150/Copy	Not Applicable

* When more than one copies of a type of certificates are requested in one application, the first and subsequent copies will be charged according to this standard.

Payment Methods

- For amount less than MOP/HKD500, payment can be made by cash at the Service Counter.
- By crossed cheque/cashier's or bank draft in MOP made payable to "Macau University of Science and Technology".
- By non-MOP bank draft or cheque, students are advised to add extra HKD 50 for covering the bank charges.
- The bank information of Macau University of Science and Technology

Bank Name The Industrial and Commercial Bank of China Macau Branch Account Name Macau University of Science and Technology Account No. 0108000100000004371 (p.a HKD account) Bank Address Alm Dr. Carlos D Assumpcao, No. 393/37, 18 Andar E,F,G e H Edf. Dynasty Plaza, Macau Swift Code : ICBKMOMX	Bank Name Bank of China Macau Branch Account Name Macau University of Science and Technology Account No. 180111238474366 (p.a HKD account) Bank Address Avenida Doutor Mario Soares, Bank of China Building, G/F, Macau Swift Code : BKCHMOMX
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- All service charges from the bank should be paid by the student.

NOTES

This form is only applicable for postgraduate students.
 Students should bring along with the original copy of their Student Campus Card and identification documents to collect the certification at the service counter of the School of Graduate Studies.
 The University has the final decision on whether the certification will be issued.
 Remark: In the event of any discrepancies between the Chinese and English version of this form, the Chinese version will prevail.