



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

Ref: _____

Receiver's Signature

Date _____

COURSE CERTIFICATE APPLICATION FORM

(: _____ Note: This form is only applicable for *postgraduate students*.)

I. PARTICULARS OF STUDENT

Student Name _____ Student No. _____

Contact Phone No. _____ E-mail Address _____

II. ITEMS OF APPLICATION

Type	No of Copy	Apply Reason	()*	Total Fee
Course Description			\$150	\$ _____
/ / Certification of Class/Test/Exam			\$50	\$ _____
Certification of Program Academic Field			\$150	\$ _____
/ Postgraduate/ Potential Postgraduate Profile (_____)			\$150	\$ _____

* Please refer to the Fees table and payment methods for application fee overleaf.

III. DISPATCH METHODS

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

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)
 EMS NO. _____ Speed Post (EMS \$25 \$30
 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 _____ Total MOP /HKD _____

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 that if I am not qualified to apply the mentioned testimonial(s), then testimonial(s) will not be issued and fees paid are not refundable or transferrable.

Student's Signature  _____ Date _____

FOR FACULTY STAFFS USE ONLY
 Received by: _____ Date: _____ Checked by: _____ Date: _____

NOTES

1. Students who were suspended by the University owing to outstanding fees will not be eligible to apply for any documents mentioned in this form.
2. Students must ensure all required information is provided in the form. Otherwise, the application may be rejected.
3. The University has the final decision on whether the certification will be issued.

APPLICATION PROCEDURES AND REQUIRED DOCUMENTS

5~7

All certification will normally be issued within 5~7 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 respective Faculty Office and pay related application fee at the Finance Office Service Counter. Related administrative procedures will not begin until application documents submitted and payment has been settled.

Required application documents include:

Photocopy of identification document

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

APPLICATION FEE AND PAYMENT METHODS

Type of Certification of Study	1 st copy (HKD/MOP)
Course Description	\$150/Copy
/ / Certification of Class/Test/Exam	\$50/Copy
Certification of Program Academic Field	\$150/Copy
/ Postgraduate/ Potential Postgraduate Profile	\$150/Copy

* When more than one copies of a type of certificates are requested in one application, the 2nd and subsequent copies will be charged according to this standard.

Payment Methods:

1. / 500 ;
For amounts less than MOP/HKD500, payment can be made by cash at the Finance Office Service Counter.
2. / / ;
By crossed cheque/cashier's order/bank draft in MOP made payable to "Macau University of Science and Technology".
3. 50 ;
By non-MOP bank draft or cheque, students are advised to add extra HKD 50 for covering the related bank charges.
4. The bank information of Macau University of Science and Technology:

Bank Name: The Industrial and Commercial Bank of China Macau Branch	Bank Name: Bank of China Macau Branch
Account Name: Macau University of Science and Technology	Account Name: Macau University of Science and Technology
Account NO.: 0108000100000004371 (HKD account) 393-437 18 E,F,G H	Account NO.: 180111238474366 (HKD account)
Bank Address: Alm Dr. Carlos D Assumpcao, No. 393-437, 18 Andar E,F,G e H, Edf. Dynasty Plaza, Macau	Bank Address: Avenida Doutor Mario Soares, Bank of China Building G/F, Macau
Swift Code : ICBKMOMX	Swift Code : BKCHMOMX

5. All service charges from the bank should be paid by student.

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