



Application for Testimonial / Transcript / Academic Report / Course Outlines
證明書/成績單/學期成績表/課程學習大綱申請

PA/F/013

Name 姓名	Mr. / Ms.		先生 / 小姐
Student/Applicant no. 學生/考生編號			
Status 狀態	<input type="radio"/> Graduate 畢業生 <input type="radio"/> Former student 離校生(未完成課程) <input type="radio"/> Withdrawn student 退學生		<input type="radio"/> Deferred student 休學生 <input type="radio"/> Current student 在讀生 <input type="radio"/> Accepted new student 新生
Programme/ course 課程	Faculty of Creative Tourism and Intelligent Technologies 創意旅遊與智慧科技學院 /	<input type="radio"/> Higher Diploma Programmes 高等專科學位課程 <input type="radio"/> Bachelor's Degree Programmes 學士學位 <input type="radio"/> Postgraduate Diploma Programmes 學士後文憑課程 <input type="radio"/> Master's Degree Programmes 碩士學位課程 <input type="radio"/> Doctoral Degree Programmes 博士學位課程	
	Faculty of Innovative Hospitality Management 創新款待管理學院	Programme name 課程名稱: _____	
	Institute of Executive and Professional Development 管理及專業發展學院	<input type="radio"/> Diploma in Pastry and Bakery 麵包及西餅製作文憑 <input type="radio"/> Diploma in Western Culinary Skills 西式烹飪技巧文憑 <input type="radio"/> Others 其他: (Course name 課程名稱) _____	
Email address 電郵地址		Telephone No. 聯絡電話	

Students with active "Student Information eServices" accounts must apply via <http://siweb.utm.edu.mo/>.
擁有“學生資訊電子服務”帳戶的學生必須登入 <http://siweb.utm.edu.mo/> 提出申請。

收集個人資料聲明 Personal Data Collection Statement

- 大學對申請者所提供之個人資料將予以保密，但基於事實所需，大學於必要時會把申請人所提供的個人資料及文件轉移至澳門特別行政區之相關政府部門或活動合作單位。
All personal data held by UTM will be kept confidential and will not be disclosed or transferred to any other party but UTM may, where such disclosure is necessary to satisfy the purpose, provide such information to other MSAR's government departments or cooperation parties.
- 申請人可申請查閱、更正或更新其存於本校的個人資料。
Applicants are entitled to make request on reviewing, correcting and updating their personal information retained in UTM.
- 個人資料於互聯網傳送期間有可能缺乏適當之保護和安全措施，因此，你的個人資料存在一定風險被不當存取或被未經授權之第三方使用。
The transmission of personal information over the internet may lack proper protection and security. There is a certain risk that your information may be accessed or used by an unauthorized third party.
- 大學以自動化系統或其他人工方式處理及保存申請人之個人資料。
Information pertaining to applicant data will be stored in automatic storage system or accessed manually by authorised personnel only.

獲以下認證:
Certificado pela:

Certified by:



澳門望廈山
電話: (853) 2856 1252
傳真: (853) 2851 9058
www.utm.edu.mo

Colina de Mong-Há, Macau
Tel: (853) 2856 1252
Fax: (853) 2851 9058
www.utm.edu.mo



* The document(s) will be completed in 3 working days after settlement of application fee. **Please submit your application well in advance as expedited service is unavailable.**

* 所申請文件於繳費後計 3 個工作天內完成。不設加快服務，請提前申請。

Application 申請文件*		<input type="radio"/> Enveloped 須入封 <input type="radio"/> Not enveloped 毋須入封	Quantity 數量 每份 55 澳門元 MOP55/ copy
<input type="checkbox"/> Transcript 成績單	<input type="radio"/> English <input type="radio"/> 中文		
<input type="checkbox"/> Academic report 學期成績表	<input type="radio"/> English <input type="radio"/> 中文 Academic year 學年 ____/____ Semester 學期 ____		
<input type="checkbox"/> Course outlines 課程學習大綱	Academic year 學年 ____/____ Semester 學期 ____		
<input type="checkbox"/> Testimonial, with programme / course duration 證明書 (含課程起始日期) Please check <input checked="" type="checkbox"/> the box to indicate the type of testimonial requested. 請勾選 <input checked="" type="checkbox"/> 證明書之申請種類。	<input type="radio"/> English <input type="radio"/> 中文		
	<input type="checkbox"/> to prove the current acceptance (NOT applicable for student visa application) 證明已獲錄取 (不適用於申請學生簽證)		
	<input type="checkbox"/> to prove the current registration status 證明註冊狀況		
	<input type="checkbox"/> to prove the deferred / withdrawn status 證明已休學/退學		
	<input type="checkbox"/> to prove the approval of resuming of studies 證明獲准復學		
	<input type="checkbox"/> to prove the need for Type-D visa extension 證明須更新逗留 D 簽證 Please attach a copy of your current Type-D visa 請提供現有逗留 D 簽證之副本		
	<input type="checkbox"/> to prove the dates and times of classes 證明上課日期及時間		
	<input type="checkbox"/> to prove the dates and times of examinations 證明考試日期及時間		
	<input type="checkbox"/> to prove the completion of programme / course 證明已完成課程		
	<input type="checkbox"/> to prove the graduation status 證明已畢業(獲發畢業證書)		
	<input type="checkbox"/> to prove the internship experience 證明實習經驗		
	<input type="checkbox"/> to prove the outgoing exchange experience 證明交換生經驗		
<input type="checkbox"/> to prove the scholarships and awards 證明曾獲頒之獎學金、獎項			
<input type="checkbox"/> Others (please specify) 其他 (請說明) _____			
Method of collection 提取辦法:			
<input type="radio"/> I will collect the document(s) in person. 本人將親臨領取文件。			
<input type="radio"/> I wish to authorize the following person to collect the document(s) at Pedagogic Affairs Department on my behalf: 本人授權下述人士前往教務部領取文件: Full name 姓名 _____ ID card / passport no. 身份證/護照號碼 _____			
<input type="radio"/> I wish to receive the document(s) by regular post at the following address: 請以平郵方式將文件寄到以下地址: _____ _____			

Signature of student 簽名	Date 日期
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For DAAF use 行政及財政輔助處專用 Fees outstanding: <input type="checkbox"/> Yes* <input type="checkbox"/> No * Application will not be processed to students who have outstanding fees or charges with the University. Payment of MOP_____ for _____ copy/copies. Receipt No.: _____ Date: _____

For PA use 教務部專用			
Received by and date		Prepared by and date	
Signed by and date		Collected by and date	