



Application 申請文件*		Quantity 數量
<input type="radio"/> Enveloped 須入封 <input type="radio"/> Not enveloped 毋須入封		每份 50 澳門元 MOP50/ 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 ____/____	
<input type="checkbox"/> Testimonial, with programme / course duration 證明書 (含課程起始日期) Please check <input type="checkbox"/> the box to indicate the type of testimonial requested. 請勾選 <input type="checkbox"/> 證明書之申請種類。	<input type="radio"/> English <input type="radio"/> 中文	
	<input type="checkbox"/> to prove 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 current registration status 證明註冊狀況	
	<input type="checkbox"/> to prove deferred / withdrawn status 證明已休學/退學	
	<input type="checkbox"/> to prove 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 簽註 Please attach a copy of your current Type-D visa 請提供現有逗留 D 簽註之副本	
	<input type="checkbox"/> to prove dates and times of classes 證明上課日期及時間	
	<input type="checkbox"/> to prove dates and times of examinations 證明考試日期及時間	
	<input type="checkbox"/> to prove completion of programme / course 證明已完成課程	
	<input type="checkbox"/> to prove graduation status 證明已畢業(獲發畢業證書)	
	<input type="checkbox"/> to prove internship and/or outgoing exchange experiences 證明實習及/或交換生經驗	
	<input type="checkbox"/> to prove 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: _____		

* The document(s) will be completed within 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。

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 Institute.	
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	