



IMPORTANT: PLEASE SEE NOTE OVERLEAF.

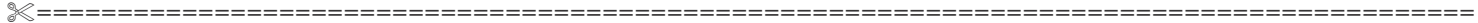
FOR TREASURY SECTION USE ONLY

Fees Outstanding Yes* \$ _____ Received \$ _____
 No Signature: _____

Name: _____ Student No.: ---
 Academic Unit: FAH FBA FED FHS FLL FSS FST
 Contact No.: _____ E-mail: _____
 No. of copies applied: _____ SEALED copy Student copy(Unsealed)
 I wish to come personally to the Registry to collect my requested transcript(s).
 Please mail the transcript(s) to the following address :

❖ I declare that the information provided in this application form is correct and I have acknowledged and understood the following <Personal Data Collection Statement of the Registry of the University of Macau> stated below:
 The University of Macau, in accord to the purpose of providing the related administrative services requested by applicants, requires applicants to fill in this application form and submit to the Registry. The personal data collected in the form will only be used for the mentioned purpose and may also be transferred within the University and to entities that are in accordance with legal provision or with your prior consent, for the purpose of carrying out the related procedures. The transmission of personal information over the Internet may lack protection and security. There is a risk that your information may be accessed or used by an unauthorized third party.
 The application will not be proceeded if applicants fail to fill in any of the mandatory fields as required in the application form in accord to the personal-identification and education-related information.
 To make correction of your personal data held by the University or to apply for related testimonials, undergraduate students can submit the request to the Registry while postgraduate students should contact the Graduate School.

Applicant's Signature: _____ Date: _____

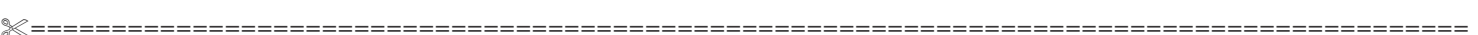


FOR OFFICE USE ONLY	Registry Stamp	Treasury Signature & Stamp
COMPLETED BY TREASURY SECTION		

RECEIPT

Payment of MOP/HK\$ _____ for _____ copy/copies of transcript from Mr. /Ms _____,
 student no.: _____ received.
 Date: _____/_____/_____

Note: ❖ Please bring along with you this receipt for collection after 2 working days. All transcripts will only be kept in file for a month from the date of issue. The Registry will not issue any overdue transcripts.
 ❖ Please find the "Authorization Letter" on the overleaf if applicable.



FOR TREASURY SECTION USE ONLY

Payment of MOP/HK\$ _____ for _____ copy/copies of transcript from Mr. /Ms _____,
 student no.: _____ received.
 Date: _____/_____/_____ Signature & Stamp of Treasury Section: _____

NOTE

1. Students must allow 2 working days of processing time (from the date of application) for a transcript to be issued.
2. MOP/HK\$55 is charged for the first copy of the transcript. MOP/HK\$ 50 is charged for extra copy.
3. A stamp "STUDENT COPY" is put on the transcript. If a student requests a "sealed copy" of the transcript, the Registry will put a stamp "CONFIDENTIAL" on the envelope, and the transcript will have the stamp "THIS TRANSCRIPT IS NOT VALID IF NOT CONTAINED IN A SEALED ENVELOPE WITH THE REGISTRY CHOP STAMPED ACROSS THE FLAP."
4. Application for transcript will not be processed for students who have outstanding fees/charges in their accounts with the University or students who left the University without completing the check-out procedures.
5. The Registry bears no responsibility for any loss or damage of the transcript during the postal delivery.
6. If a student returns to the University to study an additional programme/course after graduation, the results of this programme/course will not be included in the transcript showing the results the student formerly obtained when he/she graduated from the University.
7. Additional bank charges are required for foreign cheque payments. **
8. If you want to settle the application fee by credit card payment, please complete the "Authorization of Credit Card Payment" form (REG/Form/036), which can be downloaded from the Registry webpage: <http://reg.umac.mo>.

**	Place of Issuing Bank	Currency / Cheque	Bank Charges
	Macao	Hong Kong Dollar	-----

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AUTHORIZATION LETTER

I (Name) _____ (I.D. No. _____) hereby authorize
(Name) _____ (I.D. No. _____) to act on my
behalf to collect my transcript(s).

I declare that the information provided in this authorization letter is correct and I have acknowledged and understood the <Personal Data Collection Statement of the Registry of the University of Macau>.

Signature: _____ Date: _____

Note: Please submit the Authorization Letter together with I.D. copies of both parties.

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