



IMPORTANT: PLEASE READ THE NOTE OVERLEAF.

FOR TREASURY SECTION USE ONLY		FOR GRS USE ONLY
Fees Outstanding	<input type="checkbox"/> Yes* \$ _____ <input type="checkbox"/> No	Received \$ _____ Signature: _____
		<input type="checkbox"/> Macau Pass at GRS

Name: _____

Student No.: ---

Academic Unit: ☐FAH ☐FBA ☐FED ☐FHS ☐FLL ☐FSS ☐FST ☐IAPME ☐ICMS

Contact No.: _____

E-mail: _____

No. of Copies:	Remark
for Student Copy (Unsealed)	<ul style="list-style-type: none"> A stamp "STUDENT COPY" is put on the transcript.
for SEALED Copy	<ul style="list-style-type: none"> If a student requests a "sealed copy" of the transcript, the Graduate School 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 GRADUATE SCHOOL CHOP STAMPED ACROSS THE FLAP".

Collection Method:

☐ I wish to come personally to the Graduate School to collect my requested transcript(s).

☐ Please mail the transcript(s) to the following address (The Graduate School bears no responsibility for any loss or damage of the transcripts during postal delivery):

Address: _____

Postal Code (if any): _____

FOR OFFICE USE ONLY

Academic records will be shown from the year of admission to Semester _____ of Academic Year _____/_____

Date of collection : _____ No: _____

❖ I declare that the information provided in this application form is correct and I have acknowledged and understood the <Personal Data Collection Statement of the University of Macau/the Graduate School of the University of Macau>.

Applicant's Signature: _____ Date: _____

✂=====

FOR OFFICE USE ONLY	Graduate School Stamp	Treasury Signature & Stamp
RECEIPT		
Payment of MOP/HK\$ _____ for _____ copy/copies of transcript from _____ student no.: _____ received. Date: _____ / _____ / _____	Payment <input type="checkbox"/> Macau Pass at GRS / TRE <input type="checkbox"/> BOC Quick Pass at TRE <input type="checkbox"/> Cash at TRE	
Date of collection : _____ No: _____		
<p>Note: Please bring along with you <u>this receipt</u> for collection after 3 working days. All transcripts will only be kept in file for a month from the date of issue. The Graduate School will not issue any overdue transcripts.</p> <p>If you are unable to collect the transcript yourself, you may authorize a person to collect the transcript on your behalf. Kindly ask the person you authorize to bring the following documents to the Graduate School to collect your transcript:</p> <ol style="list-style-type: none"> 1. Authorization form overleaf which has been duly completed. 2. A photocopy of your ID card/passport. 3. A photocopy of his/her ID card/passport. 		

✂=====

FOR OFFICE USE ONLY	
Payment of MOP/HK\$ _____ for _____ copy/copies of transcript from _____ student no.: _____ received. Date: _____ / _____ / _____ Signature & Stamp: _____	Payment <input type="checkbox"/> Macau Pass at GRS / TRE <input type="checkbox"/> BOC Quick Pass at TRE <input type="checkbox"/> Cash at TRE

NOTE

1. Students must allow 3 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 additional copy.
3. An academic transcript is a certification of a student's record of academic performance at the University and it shows the student's grades obtained in a programme up to the latest final examination taken.
4. Students can apply for transcripts after the e-academic reports have been released.
5. If a student leaves the University in the course of study without going through the check-out procedures, no official document including transcript will be issued.
6. The University reserves the right to withhold an academic transcript from a student who has outstanding fees owing to the University, or who has otherwise failed to discharge all obligations towards to the University.
7. The transcript in sealed copy can be sent overseas by air mail without tracking. The Graduate School bears no responsibility for any loss or damage of the transcripts during postal delivery.
8. You will be required to present your campus card or personal I.D. card for verification upon collection of the transcripts.
9. Additional bank charges are required for foreign cheque payments. **

**	Place of Issuing Bank	Currency / Cheque	Bank Charges
	Macao	Hong Kong Dollar	-----
	Macao or Outside Macao	Foreign Currency	MOP50

AUTHORIZATION LETTER 授權書

I hereby declare that I authorize the person mentioned below to act on my behalf to collect my transcript(s):

本人現聲明授權下述人士代領本人領取成績單:

Declarer Data (授權人資料)	Authorized Person's Data (代領人資料)
Name (姓名):	Authorized Person's Name (代領人姓名):
ID No. (證件號碼):	ID No. (證件號碼):

Note: The authorized person should submit this Authorization Letter together with I.D. copies of both parties.

註: 代領人須遞交由授權人簽署之授權書及雙方身份證明文件副本。

❖ 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 University of Macau/the Graduate School of the University of Macau>.
本人確定於授權書中所提供的資料正確無誤，並聲明已知悉及明白澳門大學之《澳門大學/澳門大學研究生院收集個人資料聲明》。

Declarer Signature 授權人簽名: _____ Date 日期: _____