



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	<input type="checkbox"/> Macau Pass at GRS
	Received \$ _____ Signed by: _____	

Name: \_\_\_\_\_

Student No.: ---

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

Contact No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

No. of Copies:	Language Preference	Purpose
	Chinese	
	English	
	Portuguese	

Additional Information:  Expected Date of Completion

\* 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
Date of collection : _____ No: _____

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FOR OFFICE USE ONLY	Graduate School Stamp	Treasury Signature & Stamp
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RECEIPT

Payment of MOP/HK\$ _____ for _____ copy/copies of testimonial 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
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Date of collection : \_\_\_\_\_ No: \_\_\_\_\_

**Note:** Please bring along with you **this receipt** for collection after 3 working days. All testimonials will only be kept in file for a month from the date of issue. The Graduate School will not issue any overdue testimonials.

If you are unable to collect the testimonials yourself, you may authorize a person to collect the testimonials on your behalf. Kindly ask the person you authorize to bring the following documents to the Graduate School to collect your testimonials:

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.

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FOR OFFICE USE ONLY

Payment of MOP/HK\$ _____ for _____ copy/copies of testimonial 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
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## NOTE

1. Students must allow 3 working days of processing time (from the date of application) for a testimonial to be issued.
2. MOP/HK\$55 is charged for the first copy of the testimonial. MOP/HK\$50 is charged for additional copy.
3. The second copy of the testimonial should be the same as the first copy.
4. A testimonial is a certification of the student's present registration status with regard to his/her studies at the University.
5. If a student leaves the University in the course of study without going through the check-out procedures, no official document including testimonial will be issued.
6. The University reserves the right to withhold a testimonial 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. You will be required to present your campus card or personal I.D. card for verification upon collection of the testimonials.
8. 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 testimonial(s):  
本人現聲明授權下述人士代領本人領取證明書:

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: \_\_\_\_\_