



Important Notes

- Students who apply for deferment of study or withdrawal from study are required to complete the **Application Form for Deferment of Study / Withdrawal from Study (GRS/Form/003)** and **Check-out Form (GRS/Form/001)** and clear all outstanding items with the departments concerned.
- Students who cannot complete this application in person may authorize a representative to complete it on his/her behalf by completing and signing the **Authorization Letter** on the back page of this application form. The authorized representative must submit this application form together with the **I.D. copies of both parties**.
- If students leave the University in the course of study without going through the check-out procedures, no official document (such as testimonial and transcript) will be issued.
- The total duration for deferment and withdrawal of study should not exceed six semesters altogether. No resumption or re-admission of study will be considered if students have deferred or withdrawn for more than 6 semesters cumulatively.
- All resuming and re-admitted students should pay their tuition fees according to the tuition schemes of the resuming/re-admitted year and are required to check the study plan with the general office of the academic unit concerned.
- Students may make changes to their enrolment records during the course add/drop period. Requests for adding or dropping courses other than the add/drop period will NOT be accepted. Students may withdraw from an individual course after the course add/drop period at least 5 working days before the final examination. A 'W' grade will be given to the withdrawn course and the tuition fee for the withdrawn course will not be refunded. Any application submitted after the aforementioned deadline will not be considered. A student who drops a course without going through the prescribed procedure will be given a grade of 'F' for that course.
- Withdrawal grades will be recorded for each course at the time the student receives permission to defer / withdraw. The grades are either "W", meaning that the student defers the study / withdraws from the University before the examination period, or "F", meaning that the student does not take the examinations but defers / withdraws during or after the examination period. The fees for retaking that courses are calculated based on the number of credits of the retake course. For non-credit bearing course, the retake fees shall be one credit.

STUDENT INFORMATION

Name: _____ Student No.: ---
Academic Unit: ☐ FAH ☐ FBA ☐ FED ☐ FHS ☐ FLL ☐ FSS ☐ FST ☐ IAPME ☐ ICMS ☐ ICI ☐ IME
Programme / Major: _____ Contact No.: _____ E-Mail: _____

APPLICATION FOR

☐ Deferment of Study for ☐ 1 / ☐ 2 semester(s)

☐ Withdrawal from Study

- Students who wish to postpone their studies at the University should apply for deferment of study.
- Application for deferment of study from a withdrawn or inactive student will not be considered.
- Students can apply for deferment of study for not more than 2 semesters at one time. If students wish to defer their studies for more than 2 semesters, they must submit another application 4 weeks before the end of the previous approved period of deferment.

- Students who wish to terminate their studies at the University prior to graduation should apply for withdrawal of study.

Reason for deferment/ withdrawal :

| | | |
|--|--|--|
| <input type="checkbox"/> 1. Found a job, not able to study | <input type="checkbox"/> 6. Personal problem not specified | <input type="checkbox"/> 11. Course(s) offered in the alternative semester |
| <input type="checkbox"/> 2. Transfer to an overseas university | <input type="checkbox"/> 7. Health problem | <input type="checkbox"/> 12. Migration |
| <input type="checkbox"/> 3. Financial problem | <input type="checkbox"/> 8. Want to stop studying | <input type="checkbox"/> 13. Temporary stay in foreign country |
| <input type="checkbox"/> 4. Heavy work load, not able to study | <input type="checkbox"/> 9. Change major at UM | <input type="checkbox"/> 14. Exchange student (Return to own country) |
| <input type="checkbox"/> 5. Family problem | <input type="checkbox"/> 10. Cannot understand the lecture | <input type="checkbox"/> Others, please specify: |

Applicant's Signature: _____ **Date:** _____ / _____ / _____
❖ 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>.

FOR ACADEMIC UNIT USE ONLY

| | | | |
|--|--|--|-------------|
| <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Remark: _____ | Signature of Supervisor (if any) _____ | Signature of Dean of Academic Unit and Stamp _____ | Date: _____ |
|--|--|--|-------------|

| Receipt | Signature and Stamp of GRS |
|--|----------------------------|
| The application for deferment of study / withdrawal from study has been received from the student (Name) _____ (Student No.: _____) on _____. Students are required to complete the Student Clearance Form (GRS/Form/001) and clear all outstanding items with the departments concerned. | Date: _____ |

AUTHORIZATION LETTER

I (Name) _____ (I.D. No _____)
hereby authorize (Name) _____ (I.D. No
_____) to act on my behalf to apply for deferment of study / withdrawal from study.

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>.

Signature: _____

Date: _____

Note: Please submit the authorization form together with the I.D. copies of both parties.

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