



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

Name: _____

Student No.: □-□□-□□□□-□

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

| Testimonial | No. of Copy | Remark |
|---|-------------|--|
| <input type="checkbox"/> 在澳門地區學習證明* (內地居民身份證之畢業生專用) *此證明只可申請一次，畢業生必須小心保存。 | 1 | 申請須連同以下文件 1. 本表格 (必須填妥有關資料); 2. 畢業證書副本一份。 3. 通行證: ❖ 簿式通行證: 最後一頁資料之複印件或 ❖ 卡式通行證: 正面之複印件; |

The Graduate School will keep you informed **by the below email and SMS once it is ready for collection.**

• Contact No.: _____

• E-mail: _____

Please choose **one** of the following options:

- ☐ I have read and understood the <Personal Data Collection Statement of User Satisfaction Survey> stated overleaf and hereby **unambiguously consent** to the processing of the data concerned by the University of Macau.
- ☐ I have read and understood the <Personal Data Collection Statement of User Satisfaction Survey> stated overleaf but **do not consent** to the processing of the data concerned by the University of Macau.

For Office Use Only

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 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 |
|---|---|

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

- Authorization form overleaf which has been duly completed.
- A photocopy of your ID card/passport.
- A photocopy of his/her ID card/passport.

No: _____

✓ 在澳門地區學習證明

Note: ❖ It will be ready for collection after 3-4 weeks. The Graduate School will keep you informed via email once it is ready for collection. Please bring along with you this receipt for collection.
❖ Please find the "Authorization Letter" overleaf, if applicable.

| FOR OFFICE USE ONLY |
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| | |
|---|---|
| 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 |
|---|---|

NOTE

1. 在澳門地區學習證明 will be ready for collection after 3-4 weeks. The Graduate School will keep you informed via email once they are ready for collection.
2. MOP/HK\$55 is charged for the copy of the testimonial.
3. Application for testimonial 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.
4. 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.
5. To make correction of your personal data held by the University or to apply for related testimonials, postgraduate students can submit the request to the Graduate School.
6. Additional bank charges are required for foreign cheque payments. **

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

Personal Data Collection Statement of User Satisfaction Survey

(For individuals applying for UM services that are covered by the "Public Services and Organizational Performance Review System" and for which user satisfaction surveys will be conducted)

The Macao SAR government is implementing the "Public Services and Organizational Performance Review System" to monitor the quality of services provided by public entities. For this purpose, the University of Macau (UM) hereby seeks your consent to the collection of your personal data for a user satisfaction survey to be conducted in the future for continuous improvement of our service quality.

1. In order to provide the requested service, the application form as you have completed will be submitted to the Graduate School. The personal data collected therein will only be used for purposes related to your application and may also be transferred within UM and to entities required by law or with your prior consent, for the purpose of carrying out the related procedures.
2. For improvement of its service quality, UM periodically conducts user satisfaction surveys and your personal data may be used for this purpose. The data may be transferred to individuals/institutions in or outside Macao only where the processing of your case requires our contact with those individuals or institutions as well as transmission of your data to them.
3. UM observes the principles regarding personal data protection, ensuring the confidentiality and integrity of the personal data collected.
4. In accordance with the *Personal Data Protection Law*, UM may process your data by automatic or non-automatic means, including comparing your data with those kept by other competent authorities for verification.
5. You have the right to request access to, rectification or update of the personal data conserved in UM in accordance with the *Personal Data Protection Law*.

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: _____