Workflow for Online Application for Official Documents (Current Postgraduate Students)
在讀研究生網上申請學歷文件流程

登入 **MyUM 入口網站** 網站 (https://myum.umac.mo/portal/) => 選取 "網上繳費服務"

1. 選取"Student Services"
2. 選取所需學籍證明書 / 成績單
3. 填寫申請所需的信息
4. 選取"PLACE ORDER"
5. 網上申請成功後,請攜帶學生證及身份證明文件於申請後二個工作天親臨研究生院領取。如需委託他人代領,請填寫授權書及雙方身份證明文件副本。
6. 學籍證明書 / 成績單需於發出起一個月內到研究生院領取,逾期作廢。

註:學籍證明及成績單首份為澳門幣 55 元,其後每份為份為澳門幣 50 元。

網上繳費服務

Login **myUM Portal** at (https://myum.umac.mo/portal/) => Choose "**Online Payment Service**"

1. Click "Student Services"
2. Choose the official documents you would like to apply
3. Fill in the information
4. Choose "PLACE ORDER"
5. Successful application will be ready for pick-up two working days after the day of application. Please bring along with the student card and the identification document for collection. If the applicant authorizes another person to collect testimonials on their behalf, the completed authorization letter must be submitted to the Graduate School together with a copy of Identification Documents of both parties upon pick-up.
6. All testimonials / transcripts will only be kept in file for a month from the date of issue. The Graduate School will not issue any overdue testimonials / transcripts.

Online Pay...

Note: MOP $55 is charged for the first copy of the testimonial / transcript. MOP$50 is charged for additional copy.

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Online Payment Service

This service provides an easy and secure online payment platform for University products and services. Please click the relevant link below for further details and to make a payment.

Only the following cards are accepted.

VISA MasterCard

Categories

> Student Services

1

選取"Student Services"
Click "Student Services"

2

選取所需學籍證明 / 成績單
Choose the official documents you would like to apply

成績單
Transcript

校 園 證 補 領
Replacement of Campus Card

學籍證明書
Testimonial

Postgraduate Student – Transcript
MOP$ 55.00

Postgraduate Student – Replacement of Campus Card
MOP$ 100.00

Postgraduate Student – Testimonial
MOP$ 55.00

⋮☰ Details

⋮☰ Details

⋮☰ Details

學籍證明書
Testimonial
(延長通行證簽注及換領通行證)

Postgraduate Student – Testimonial for Type-D Visa
MOP$ 0.00

contact the Graduate School (e-mail: gradschool@umac.mo, tel.: 8822 4898).

學籍證明書
Postgraduate Student – Testimonial

Contact No.*

Language Preference

Select an option...

First Copy (MOP$ 55.00)

1

Extra Copies

0

Additional Information

☐ Expected Date of Completion 預計課程完成日期

Others, please specify

☐ I declare that the information provided in this online application form is correct and I have acknowledged and understood the following <Personal Data Collection Statement of the Graduate School of the University of Macau> stated below.*

🛒 PLACE ORDER

3 填寫申請所需的信息
Fill in the information

郵:gradschool@umac.mo，電話: 8822 4898）。

Contact No.*

Exit-Entry Permit N.*

e Expiry Date of Type-D Visa*

I declare tha the information provided in this online application form is correct and I have acknowledged and understood the following <Personal Data Collection Statement of the Graduate School of the University of Macau> stated below.*

🛒 PLACE ORDER

學籍證明書用以內地出入境通行證加簽 (逗留 D)
Postgraduate Student – Testimonial for Type-D Visa

4 選取"PLACE ORDER"
Choose "PLACE ORDER"

⊘ Thank you. Your order has been received.

5

網上申請成功後，請攜帶學生證及身份證明文件於申請後二個工作天親臨研究生院領取。如需委託他人代領，請填寫授權書及雙方身份證明文件副本。

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