



IMPORTANT: PLEASE SEE NOTE OVERLEAF.

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

Name: _____ Student No.: ---

Academic Unit: FAH FBA FED FHS FLL FSS FST

Contact No.: _____ E-mail: _____

No. of copies applied: _____ SEALED copy

I wish to come personally to the Registry to collect my requested transcript(s).

Please mail the transcript(s) to the following address : _____

❖ I declare that the information provided in this application form is correct and I have acknowledged and understood the following <Personal Data Collection Statement of the Registry of the University of Macau> stated below:

The University of Macau, in accord to the purpose of providing the related administrative services requested by applicants, requires applicants to fill in this application form and submit to the Registry. The personal data collected in the form will only be used for the mentioned purpose and may also be transferred within the University and to entities that are in accordance with legal provision or with your prior consent, for the purpose of carrying out the related procedures. The transmission of personal information over the Internet may lack protection and security. There is a risk that your information may be accessed or used by an unauthorized third party.

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.

To make correction of your personal data held by the University or to apply for related testimonials, undergraduate students can submit the request to the Registry while postgraduate students should contact the Graduate School.

Applicant's Signature: _____ Date: _____

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FOR OFFICE USE ONLY	Registry Stamp	Treasury Stamp
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RECEIPT

Payment of MOP/HK\$ _____ for _____ copy/copies of transcript from student no.: _____ received.

Date: ____/____/____

Payment
<input type="checkbox"/> Macau Pass at REG / TRE
<input type="checkbox"/> BOC Quick Pass at REG / TRE
<input type="checkbox"/> MPay at REG / TRE
<input type="checkbox"/> Cash at TRE

Note:

- ❖ Please bring along with you this receipt for collection after 2 working days. All transcripts will only be kept in file for a month from the date of issue. The Registry will not issue any overdue transcripts.
- ❖ Please find the "Authorization Letter" on the overleaf if applicable.

✂=====

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 REG / TRE
<input type="checkbox"/> BOC Quick Pass at REG / TRE
<input type="checkbox"/> MPay at REG / TRE
<input type="checkbox"/> Cash at TRE

NOTE

1. Students must allow 2 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 Registry bears no responsibility for any loss or damage of the transcript during the 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. **
10. If you want to settle the application fee by credit card payment, please complete the "Authorization of Credit Card Payment" form (REG/Form/036), which can be downloaded from the Registry webpage: <https://reg.um.edu.mo>.

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

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AUTHORIZATION LETTER

I (Name) _____ (I.D. No. _____) hereby authorize
 (Name) _____ (I.D. No. _____) to act on my
 behalf to collect my transcript(s).

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 Registry of the University of Macau>.

Signature: _____ Date: _____

Note: Please submit the Authorization Letter together with I.D. copies of both parties.

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