



AUTHORIZATION TO VERIFY ACADEMIC RECORD

A student's academic record is held confidential by the University of Macau. Student may authorize the release of his/her academic record to a third party by **completing this authorization letter** and **submitting a copy of his/her ID card or passport** together.

To: Registry, University of Macau

I authorize to release any available academic record that the University of Macau maintains (e.g. grades, academic standing) to the below party. My personal data and that of the receiving party of my academic record are given below:

I. Personal Particulars of Student

Name in English (Block letters): _____

Student No.: ---

ID/Passport No.: _____ Contact No.: _____

E-mail address: _____

II. Particulars of the Receiving Party

Name of Recipient (Block letters): _____

Name of Organization (Block letters): _____

Address: _____ Contact No.: _____

E-mail address: _____

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

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.

Signature of the Student: _____ Date: _____