澳門大學 | 持續進修中心
UNIVERSIDADE DE MACAU | Centro de Educação Contínua
UNIVERSITY OF MACAU | Centre for Continuing Education

APPLICATION FOR TESTIMONIAL AND OTHER DOCUMENTS

APPLICATION CATEGORY 1	APPLICATION CATEGORY 2

☐ **COURSE DESCRIPTION (PER SUBJECT)**
 ☐ **TESTIMONIAL**
      Status: ☐ Current   ☐ Completed
      Language: ☐ Chinese   ☐ English
 ☐ **TRANSCRIPT**
      ☐ Sealed   ☐ Unsealed
 ☐ **ENGLISH TRANSLATION CERTIFICATE**
	☐ **CERTIFIED TRUE COPY OF TRANSCRIPT AND CERTIFICATE***
	      ☐ Sealed ☐ Unsealed
	
	 *The original and copy of the document must be presented.

Name: _____ I.D./Passport No.: _____

Tel. No.: _____ E-mail: _____

Programme/Course: _____ No. of Copies: _____

I declare that all information given in this application form and the attached documents is true and correct to the best of my knowledge. I understand that the Centre for Continuing Education reserves the rights to disqualify my application and to annul my privilege to attend classes at any time if any information provided here is proved to be false and ingenuine. I declare I have acknowledge and understand the <Personal Data Collection Statement of the University of Macau / the Centre for Continuing Education 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 Centre for Continuing Education (below named as "CCE"). 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, students can submit the request to CCE.)

NOTES

1. A stamp "STUDENT COPY" is put on the certified true copy. If requesting a "sealed copy", the certified true copy would be sealed in a confidential envelope. The certified true copy is invalid if the seal is broken.

2. Application Category 1: MOP55.00 is charged and takes 2 working days (from the date of application) to process for each testimonial.

3. Application Category 2: MOP15.00 is charged and takes 10 minutes (from the time when the original and the copy of the document are presented.) to process for each testimonial.

4. All testimonials must be collected within one month from the date of issue. CCE will not issue any overdue certified true copies.

_____   _____

Applicant's Signature   Date

Received By:	Date:

FOR OFFICE USE ONLY	
Programme Duration:	Student No.:
UM Receipt No.:	Processed By:
Date of Issue:	Date: