



**Application for the Photocopy and Scanned Copy of
Transcript / Graduation Certificate**
成績單 / 畢業證書 複印本及掃描件申請

Name 姓名	Mr. / Ms.	先生 / 小姐
Student No. 學生編號		

Application 申請文件	Quantity 數量 每份 20 澳門元 MOP20/ copy
<input type="radio"/> Transcript 成績單	<input type="radio"/> Photocopy 複印本
	<input type="radio"/> Scanned Copy 掃描件*
<input type="radio"/> Graduation Certificate 畢業證書	<input type="radio"/> Photocopy 複印本
	<input type="radio"/> Scanned Copy 掃描件*

*It will be emailed within 3 working days after settlement of application fee.

*電子版於繳費後計 3 個工作天由電郵發出

Signature of student 簽名		Date 日期	
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For DAAF use 行政及財政輔助處專用	
Fees outstanding: <input type="checkbox"/> Yes# <input type="checkbox"/> No	
#Application will not be processed to students who have outstanding fees or charges with the University.	
Payment of MOP _____ for _____ copy/copies. Receipt No.: _____ Date: _____	
Handled by and date	

For PA use 教務部專用	
Handled by and date	

(Last Update: 17/04/2025)