



**Application for the Certified True Copy and Scanned Copy of
Transcript / Graduation Certificate**

成績單 / 畢業證書 核證副本及掃描副本申請

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
☐ Transcript 成績單	☐ Certified True Copy 核證副本
	☐ Scanned Copy 掃描副本*
☐ Graduation Certificate 畢業證書	☐ Certified True Copy 核證副本
	☐ Scanned Copy 掃描副本*

*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: ☐ Yes# ☐ 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: 27/07/2026)