



Application for Mailing Graduation Document 畢業文件郵寄申請表

PA/F/123

I am unable to collect my graduation document in person and hereby choose to receive it via Express Mail Service. I confirm that I have carefully verified the mailing information below and fully understand and agree to the following disclaimer.

本人因不能到校領取畢業文件，現選擇以特快專遞方式領取畢業文件。本人確認已仔細核對以下郵寄資料，並充分了解及同意下列免責聲明的內容。

Please fill in graduate's particular 請填寫畢業生資料：

Graduate's name 姓名	
Graduate's student no. 學生編號	
Contact phone no. 聯絡電話	
Email address 電郵地址	

Please fill in receiver's particular 請填寫收件人資料：

Receiver's name 收件人姓名	
Contact phone no. 收件人電話	
Postal region 郵寄地區	Please check <input checked="" type="checkbox"/> the box to indicate the mailing region. Handling fee will be charged based on the selected mailing region. 請勾選 <input checked="" type="checkbox"/> 郵寄地區，依郵寄地區收取手續費。 <input type="checkbox"/> Mainland China, Hong Kong, Macao and Taiwan region 中國內地、香港、澳門和台灣地區 (MOP100) <input type="checkbox"/> US and other Asia-Pacific region 美國和其他亞太地區 (MOP200) <input type="checkbox"/> Other regions 其他地區 (MOP300)
Postal address 郵寄地址	
Postal code 郵寄區號	

Note 注意事項：

The University will send the graduation document by Express Mail Service within 5 days after payment settlement.

大學將於申請完成繳費日起計 5 天內以特快專遞方式寄出畢業文件。



Disclaimer 免責聲明：

- 1) Macao University of Tourism is not liable for any direct or indirect losses (e.g. missed study/employment opportunities, additional administrative costs) caused by delay, damage or loss during the mailing. Note that if the certificate is lost, it will not be re-issued. Students may request a tracking number from UTM to confirm delivery status.

澳門旅遊大學恕不承擔因郵寄過程中而衍生的延誤、損毀或遺失所造成的任何直接或間接損失（如錯失升學/就業機會、額外行政費用等）。如畢業證書遺失，大學不會重發畢業證書。學生可要求大學提供郵件追蹤編號以確認寄送狀態。

- 2) Macao University of Tourism is not responsible for mailing issues caused by, but not limited to, the following:

- Errors/omissions in the address/phone number provided by the graduate;
- Changes to the recipient's address or undeliverable locations;
- Force majeure (e.g. natural disasters, customs delay, etc.).

澳門旅遊大學不對以下郵寄問題而承擔任何責任，包括但不限於：

- 畢業生填寫地址錯誤、不全或電話號碼錯誤；
- 收件人地址變更或無法送達的地區；
- 不可抗力因素（如自然災害、海關延誤等）。

Graduate's signature 畢業生簽名		Date of application 申請日期	
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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 graduates who have outstanding fees or charges with UTM.

Payment of MOP _____ Receipt No.: _____ Date: _____

For PA use 教務部專用

Received by and date

Completed by and date