



# 澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## 更改個人資料申請表(新生適用)

### APPLICATION FOR PERSONAL DATA AMENDMENT (FOR APPLICANTS ONLY)

#### 注意事項 Notes

- 申請人必須於辦理線上註冊前向註冊處提出申請。一切行政程序於收妥本申請所需文件後始行生效。 Applicants must submit the application to Registry before the online registration. The administrative procedure will become effective only after the applicants submit all the required documents.
- 請以正楷填寫。  
Please use capital letters.
- 更改個人資料將於提交申請當天起計七個工作天後生效。大學不會就此申請作出書面回覆。學生可登入 OAS 查核更新之記錄。  
The amendments will be effective 7 working days after receipt of the application. The University will not make any written reply regarding the amendments. Students should login OAS and verify the updated information.
- 申請人可能會被要求遞交有助審批的其他任何資料/文件。  
Applicants may be required to submit other supporting documents/materials during the process.
- 未能提交所需證明文件者，校方有權一律不予受理。  
Application without the required supporting documents will not be accepted.
- 大學保留修訂及闡釋上述規定的一切權利。  
The University reserves all rights and privileges in revising and interpreting the above regulations.

#### 申請所需文件 Required Documents

- 填妥之本表格  
The completed application form
- 申請人之身份證副本\*  
A copy of the applicant's Identity Card\*
- 更改個人資料之證明文件副本\*(如屬更改地址，需提供地址證明以供核實資料)  
A copy of supporting documents for the personal data amendment\* (Documentary proof is required for verification if student is changing the address)
- 授權書及被授權人的身份證副本\* (授權辦理適用)  
An authorization letter together with a copy of the authorized person's Identity Card\* (applicable for application through an authorized person)

\*上述文件須提供正本進行核實  
\* The original copy needs to be provided for verification

#### I. 申請人資料 PARTICULARS OF APPLICANT

中文姓名 Name in Chinese	_____	英文姓名 Name in English	_____
網報使用者名稱 OAS Username	B <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	申請編號 Application No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> AP <input type="text"/> <input type="text"/> - B <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
聯絡電話 Contact No.	_____		

#### II. 申請更改項目 CONTENT OF AMENDMENT

此部分只需填寫申請更改之項目 Enter only those items to be amended

##### A. 更正之個人資料 PERSONAL DETAILS FOR AMENDMENT

中文姓名 Name in Chinese	_____	英文姓名 Name in English	_____
性別 Gender	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	出生日期 Date of Birth (YYYY/MM/DD)	_____
身份證編號 I.D. Number	_____	身份證簽發地點 Place of Issue	_____
身份證本次簽發日期 Issue Date (YYYY/MM/DD)	_____	身份證有效日期 Expiry Date (YYYY/MM/DD)	_____

##### B. 更正之聯絡資料 CONTACT INFORMATION FOR AMENDMENT

(更改通訊/永久地址者必須提供地址證明 Documentary proof is required for verification if student is changing the address)

手提電話 Mobile Phone No.	_____	電郵地址 E-mail Address	_____
通訊地址 Postal Address	_____		
地區 Region	_____	郵政編碼 Postal Code	_____
永久地址 Permanent Address	_____		
地區 Region	_____	郵政編碼 Postal Code	_____

##### C. 更正之其他資料(請註明) OTHER PARTICULARS FOR AMENDMENT (Please specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 個人聲明 PERSONAL DECLARATION

本人確認申請表中所提供的資料真實無誤，並聲明已知悉及明白『澳門科技大學個人資料收集聲明』的內容。

I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the [Personal Data Collection Statement of Macau University of Science and Technology](#).

學生簽名  
Student's Signature \_\_\_\_\_

日期  
Date \_\_\_\_\_

REG/016-01/JAN24-E

**校方專用 FOR OFFICE USE ONLY**

**A) 註冊處櫃台 REGISTRY COUNTER**

已繳報名費 Application fee paid  是 Yes  否 No

已收妥申請所需文件 Received required Documents  是 Yes

收件人  
Received by \_\_\_\_\_

日期  
Date \_\_\_\_\_

**B) 註冊處櫃台 REGISTRY COUNTER**

i.  已記錄學生申請 Application recorded

ii. 學生已獲發申請編號 Application Number assigned to students

是 Yes

否 No

學生的申請資料已完全轉至 COES Data completely transferred to COES

是 Yes

否 No

iii.  已更新學生資料 Student's data updated

負責人簽名  
Authorized Signature \_\_\_\_\_

日期  
Date \_\_\_\_\_

核實人簽名  
Verified Signature \_\_\_\_\_

日期  
Date \_\_\_\_\_

**備註：如學生申請從非本地生轉為本地生時：(1)需抄送財務處。(2)需通知ITDO於COES作備註。**

*Remarks: If student applies to change status from Non-local Student to Local student, (1)cc to Finance Office. (2)Notify ITDO to remark the information in COES.*

**REG/016-01/JAN24-E**