Tour Guide Course & Ground Transfer Agent Course
Academic qualification documents collection for applicants holding certificates issued by educational entities outside Macao

Application Procedures:
1. Applicants holding certificates issued by educational entities outside Macao are required to submit the following academic qualification documents for verification:
   - senior secondary school or above certificates for applying Tour Guide Course
   - junior secondary school or above certificates for applying Ground Transfer Agent Course
The Institute will send the academic qualification documents to relevant departments for verification.
Applicants passing the academic qualification verification can apply for the course and will be submitted to admission exams. The Institute will inform the applicants on the most recent application period which are usually scheduled in January and July.
2. Applicants passing the academic qualification verification can apply for the course during the course application period.
3. The Institute will select the students based on admission exam results. Accepted students will pay and enroll during the designated period.
4. Fake academic qualification documents will be sent to Public Prosecutions Office for handling.

Academic qualification documents submission period: 17 – 21 March 2014 (for applicants holding certificates issued by educational entities outside Macao)

Submit the following documents: one passport size photo, original and copy of ID Card and academic qualification documents as below:

Mainland China:
1. Original and photocopy of certificate(s). If lost, the applicant can submit a testimonial including the following information: dates of entry and graduation, education level, signature of present school principal with the date and school seal.
2. Original and photocopy of academic reports. If lost, the applicant can submit a transcript. In case where no report record is kept by the school attended, the applicant needs to submit a declaration which includes the signature of present school principal with the date and school seal.

Hong Kong:
1. Original and photocopy of certificate(s). If lost, the applicant can submit a testimonial including the following information: dates of entry and graduation, education level, signature of present school principal with the date and school seal.
2. The registration information of the school issued by the Hong Kong Education and Manpower Bureau (Address: School Registration and Compliance Section, Wu Chung House 213, 14th Floor Room 1416, Queen’s Road, East Wanchai, Hong Kong).

Other countries or regions:
1. Original and photocopy of certificate(s). The certificate issued by the school and/or education department must include the following information: signature of person in charge, date of issue, school seal and/or unit seal.
2. Original and photocopy of academic reports. The candidate must provide the transcript issued by the school and/or education department which must contain the following information: scoring system, passing mark, annual academic results, signature of person in charge, date of issue, school seal and/or unit seal.
3. Approved educational level, education system and duration, registration status of the school (if the information provided by the applicant is not issued by the local education department).

For course information, please browse: http://www.ift.edu.mo/EN/ths_course/Home/Index/347#!page=en/AllCourse_THS.aspx

Operation hours: Main Campus: 0900 – 1300 & 1430 – 1900; Mon to Fri; except public holidays
Taipa Campus: 0900 – 1300 & 1430 – 1745 (Mon to Thu); 1430 – 1730 (Fri); except public holidays
Location: Technical and Academic Support Division at IFT (Colina de Mong-Há or Taipa César Fortune)

For enquiries, please call at 85061-370 / 412 (Main Campus), 85982-007 (Taipa Campus)

IFT – QUALITY GENERATED IN MACAO, WORLDWIDE CERTIFIED