



Application for Testimonial / Transcript / Academic Report /
Course Description

SATA-SOP-024

證明書/成績單/成績表/課程學習大綱申請

SATA/F/013

Name 姓名	Mr. / Ms.	先生 / 小姐
Student/Applicant no. 學生/考生編號		
Status 狀態	<input type="radio"/> Graduate 畢業生 <input type="radio"/> Deferred student 休學生 <input type="radio"/> Former student 離校生(未完成課程) <input type="radio"/> Current student 在讀生 <input type="radio"/> Withdrawn student 退學生 <input type="radio"/> Accepted new student 新生	
Programme/course 課程	Tourism College 旅遊高等學校 <u>Daytime Programmes 日間課程</u> <input type="radio"/> Culinary Arts Management 廚藝管理 <input type="radio"/> Tourism Business Management 旅遊企業管理 <input type="radio"/> Heritage Management 文化遺產管理 <input type="radio"/> Hotel Management 酒店管理 <input type="radio"/> Tourism Event Management 旅遊會展及節目管理 <input type="radio"/> Tourism Retail and Marketing Management 旅遊零售及市場推廣管理 <u>Evening Programmes 夜間課程</u> <input type="radio"/> Hotel Management 酒店管理 <input type="radio"/> Tourism Event Management 旅遊會展及節目管理	
	School of Continuing Education 持續教育學校 <input type="radio"/> Diploma in Pastry and Bakery 麵包及西餅製作文憑 <input type="radio"/> Diploma in Western Culinary Skills 西式烹飪技巧文憑 <input type="radio"/> Others 其他: _____ (Course name 課程名稱)	
Email address 電郵帳戶		Telephone No. 聯絡電話

Students with active "Student Information eServices" accounts must apply via <http://siweb.ift.edu.mo/>.
擁有“學生資訊電子服務”帳戶的學生必須登入 <http://siweb.ift.edu.mo/> 提出申請。

獲以下認證:
Certificado pela:

Certified by:



澳門望廈山
電話: (853) 2856 1252
傳真: (853) 2851 9058
www.ift.edu.mo

Colina de Mong-Há, Macau
Tel: (853) 2856 1252
Fax: (853) 2851 9058
www.ift.edu.mo



Application 申請文件*	<input type="radio"/> Not enveloped 毋須入封 <input type="radio"/> Enveloped 須入封	Quantity 數量
<input type="checkbox"/> Transcript 成績單 (<input type="radio"/> English / <input type="radio"/> 中文)	每份 MOP50/copy	
<input type="checkbox"/> Academic report 學期成績表 (<input type="radio"/> English / <input type="radio"/> 中文) (academic year 學年: _____; semester 學期: _____)	每份 MOP50/copy	
<input type="checkbox"/> Course description 課程學習大綱 (academic year 學年: _____)	每份 MOP50/copy	
<input type="checkbox"/> Testimonial, with programme / course duration 證明書 (含課程起始日期)	<input type="radio"/> English <input type="radio"/> 中文 <input type="radio"/> Português	每份 MOP50/copy
<input type="checkbox"/> to prove current acceptance (NOT applicable for student visa application) 證明已獲錄取 (不適用於申請學生簽證)		
<input type="checkbox"/> to prove current registration status 證明註冊狀況		
<input type="checkbox"/> to prove deferred / withdrawn status 證明已休學/退學		
<input type="checkbox"/> to prove approval of resuming of studies 證明獲准復學		
<input type="checkbox"/> to prove the need for Type-D visa extension 證明須更新逗留 D 簽證 (Please attach a copy of your current Type-D visa 請提供現有逗留 D 簽證之副本)		
<input type="checkbox"/> to prove dates and times of classes 證明上課日期及時間		
<input type="checkbox"/> to prove dates and times of examinations 證明考試日期及時間		
<input type="checkbox"/> to prove completion of programme / course 證明已完成課程		
<input type="checkbox"/> to prove graduation status 證明已畢業(獲發畢業證書)		
<input type="checkbox"/> to prove internship and/or outgoing exchange experiences 證明實習及/或交換生經驗		
<input type="checkbox"/> to prove scholarships and awards 證明曾獲頒之獎學金、獎項等		
<input type="checkbox"/> Others (please specify) 其他 (請說明) _____		

Method of collection 提取辦法:

- I wish to come personally to SATA to collect the document(s)
 本人將親自前往技術暨學術輔助部提取文件
- I wish to authorize the following person to collect the document(s) on my behalf:
 本人授權下述人士前往技術暨學術輔助部提取文件:
- Full name 姓名 _____
 ID card / passport no. 身份證/護照號碼 _____
- I wish to receive the document(s) by regular post at the following address:
 請以平郵方式將文件寄到以下地址:

* the document(s) will be completed within 3 working days after settlement of application fee
 所申請文件於繳費後計 3 個工作天內完成

Signature of student 簽名	Date 日期
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For DAAF use 行政暨財政輔助部專用	
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 Institute.	
Payment of MOP _____ for _____ copy/copies. Receipt No.: _____	Date: _____

For PA use 教務部專用			
Received by and date		Prepared by and date	
Signed by and date		Collected by and date	