



收件人 : \_\_\_\_\_  
Receiver  
收件日期 : \_\_\_\_\_  
Date Received

## 新生延遲報到註冊申請表

### APPLICATION FOR NEW STUDENT LATE REGISTRATION

\* 請於填表前細閱背面之注意事項 Please read the notes overleaf before filling in this form

\* 請以正楷填寫 Please use block letters

#### 學生個人資料 PARTICULARS OF STUDENT

中文姓名 : _____ Name in Chinese	身份證號 : _____ ID No.
外文姓名 : _____ Name in English	錄取學院 : _____ Faculty
聯絡電話 : _____ Contact Number	錄取課程 : _____ Program
電郵地址 : _____ E-mail Address	身份類別 : <input type="checkbox"/> 本澳生 <input type="checkbox"/> 外地生 Identity Category : Local Student Non-Local Student

需延遲報到註冊之原因 : \_\_\_\_\_  
Reason for Late Registration

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原定於20 \_\_\_\_ / \_\_\_\_ 第I學期註冊日報到註冊，現申請延遲并擬於當年 \_\_\_\_ 月 \_\_\_\_ 日報到註冊  
Scheduled for \_\_\_\_ / \_\_\_\_ semester I registration, now apply for an extension to \_\_\_\_ \_\_\_\_ registration

\*延遲報到註冊時間一般不得超過該學年開學後第四週  
Late registration period may not extend beyond 4 weeks after commencement of classes of that academic year.

學生簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Student's Signature Date

#### 由校方填寫 FOR OFFICE USE ONLY

- Yes  No 附已繳交學費之憑證副本 Attached Copy of Tuition Fee Paid  
 Yes  No 附前置學歷證明文件副本 Attached Copy of Pre Qualification Certificate  
 Yes  No 附所需之其他證明文件副本 Attached Copy of Relevant Supporting Documents

獲准報到註冊之日期及時間 :     -   -    :    
Approved Date and Time of Registration YYYY MM DD HH MM

課程督導簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Supervisor's Signature Date

批准  不批准 課程主任 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Approved Rejected Program Coordinator Date

批准  不批准 學院領導 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Approved Rejected Dean of Faculty Date

批准  不批准 教務處 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Approved Rejected Registry Office Date

**注意事項：**

- 1、本大學規定每位新生遲報到註冊只限申請一次；
- 2、申請延遲報到註冊的最後期限為該學年開學后第三個工作天，逾期不接受申請，入學資格將被取消，已繳的費用將不獲退還或轉讓；
- 3、申請人須遞交學費憑證、前置學歷文件或所需之其他證明文件副本（如醫療證明）；
- 4、核准報到註冊時間一般不得超過該學年開學後第四週；
- 5、已申請延遲報到註冊但未於批准日期內完成報到註冊手續之學生，將被視為自動放棄入學資格，已繳的費用將不獲退還或轉讓。

**NOTES:**

- 1、As per university regulations, application for new student late registration will only be considered once.
- 2、Deadline for applying for late registration is 3 working days after commencement of classes of that academic year. No application for late registration will be accepted after this period and students will then be disqualified for registration. Any fees paid will not be refunded or transferred.
- 3、Applicants should provide copy of tuition fee paid /pre qualification certificate or further information/documentation in support of their application(Such as medical certificate)
- 4、Late registration period may not extend beyond 4 weeks after commencement of classes of that academic year.
- 5、Applicants who have applied for late registration but failed to complete the process within the approved period will be considered as giving up the admission offer with the university. Any fees paid will not be refunded or transferred.