



**注意事項**

1. 獲准退宿或住宿期結束的學生須按既定機制辦妥退宿手續、交還屬於宿舍的物件及設備予舍監，以及清繳所有待繳費用後，方可遷出宿舍。
2. 遷出時，學生須清走所有個人物品及還原入住時的房間原貌。
3. 學生如沒有辦妥退宿手續而擅自遷出，其日後的住宿申請將不獲接納。

**Notas**

1. O aluno que, é autorizado a abandonar a residência ou que terminou o período de alojamento, deve cumprir as formalidades de saída de acordo com o mecanismo estabelecido. É necessário devolver todos os objectos e equipamentos da residência e liquidar todas as despesas pendentes antes de sair da residência.
2. Ao desocupar a residência, o aluno deve remover todos os objectos pessoais e repor o estado original do quarto.
3. Caso o aluno abandone a residência sem cumprir as formalidades, o seu pedido de alojamento no futuro não será aceite.

**Remarks**

1. Those resident students who have been allowed to forfeit their hostel places or whose residence periods are going to conclude must complete the check-out procedure according to the prescribed mechanism, return those objects and equipment belonging to the student hostels to the wardens, and settle all outstanding fees before moving out of the student hostels.
2. When moving out, the resident students must take away all personal belongings and restore the hostel places to the status quo ante at the time of check-in.
3. The residence applications of those who moved out of the student hostels without prior authorisation and without having completed the check-out procedure will be rejected in future.

**個人資料 | Dados Pessoais | Personal Information**

學生編號   N.º do Aluno   Student No.	姓名   Nome   Name	性別   Sexo   Gender	聯絡電話   Telefone   Telephone
年級   Ano Curricular   Year of Study	課程   Curso   Programme	電郵   Email	
現住宿舍   Residência Actual   Hostel			房號   N.º do Quarto   Room No.
<input type="checkbox"/> 明德   Meng Tak <input type="checkbox"/> 南岸   Nam Ngon <input type="checkbox"/> 南方   Nam Fong <input type="checkbox"/> 利新   Lei San <input type="checkbox"/> 氹仔   Taipa <input type="checkbox"/> 成和閣   Seng Vo <input type="checkbox"/> 南成   Nam Seng <input type="checkbox"/> 帝景苑   Vista Magnifica Court			

**退宿原因 | Motivo do Move-out | Move-out Reason**

- 退學 | Desistência de Estudos | Withdrawal of Study     
  外出/結束交流 | Saída/Terminação do Intercâmbio | Out for/Complete of Exchange Programme  
 休學 | Suspensão de Estudos | Defer of Study     
  畢業 | Graduação | Graduation  
 停學 | Suspensão pelo UPM | Suspension of Study     
  其他 (請說明) | Outros | Others \_\_\_\_\_  
 自行退宿 ( 學士學位課程學生須提交家長 / 監護人同意書 ) | Abandono por Iniciativa Própria (Os alunos bacharelados devem entregar declarações de consentimento dos pais ou curadores) | Forfeit the Hostel Place ( Bachelor's degree resident students must provide a written parent's/guardian's consent )

**宿舍保證金 | Caução de Residência | Hostel Deposit**

- 無需退回宿舍保證金 | Não é Preciso Devolver a Caução de Residência | Retain the Hostel Deposit  
 需退回宿舍保證金 ( 請選擇以下任一退款方式 ) | É Preciso Devolver a Caução de Residência ( Selecione um dos métodos de reembolso abaixo ) | Refund the Hostel Deposit ( Please select one of the refund methods below )
- I. 開具抬頭為申請人的支票 | Beneficiário do Cheque com o Meu Nome | Issue a Cheque Payable to the Applicant  
 II. 開具抬頭為申請人的支票，並授權以下受託人代領 | Beneficiário do Cheque com o Meu Nome e Autorizo o Mandatário Abaixo para o Levantamento do Cheque | Issue a Cheque Payable to the Applicant and Authorise the Delegated Person Below to Collect it  
 III. 授權澳門理工大學行政及財政部開具抬頭為以下受託人的支票 ( 須遞交申請人之學生證正、反面，以及受託人之身份證明文件正、反面複印本以作核對之用 ) | Autorizo o Serviço de Administração e Finanças do UPM a Emitir um Cheque em Nome do Mandatário Abaixo ( É preciso apresentar cópias de frente e verso do cartão do aluno do solicitante e cópias de frente e verso do documento de identificação do mandatário, para efeitos de confirmação ) | To Authorise the Administration and Finance Department of MPU to Issue a Cheque Payable to the Delegated Person Below ( It's necessary to submit the copies of the applicant's student ID card and the delegated person's ID card for verification purpose )  
 受託人姓名 | Nome do Mandatário | Name of Delegated Person     
 證件編號 | No. Do Doc. Identificação | ID No.     
 聯絡電話 | Telefone | Telephone
- IV. 轉帳宿舍保證金至本人/受委託人之澳門銀行戶口 ( 須同時遞交附件 1. 「澳門本地銀行直接轉帳授權書」 )  
 Transferência da Caução de Residência para a Minha Conta Bancária Local / a Conta Bancária do Mandatário Local ( É preciso apresentar o documento de "Autorização de Transferência Directa dos Bancos de Macau" no anexo 1 ) | Transfer the Hostel Deposit to the Local Account of the Applicant / Delegated Person ( It's necessary to submit attachment 1 "Local (Macao) Bank Transfer Authorization Form" )
- V. 轉帳宿舍保證金至本人/受委託人之非本澳銀行戶口 ( 須同時遞交附件 2. 「匯款授權書」 )  
 Transferência da Caução de Residência para a Minha Conta Bancária Não Local / a Conta Bancária do Mandatário Não Local ( É preciso apresentar o documento de "Autorização para Remessas" no anexo 2 ) | Transfer the Hostel Deposit to the Non-Local Account of the Applicant / Delegated Person ( It's necessary to submit attachment 2 of "Remittance Authorization Form" )

**學生簽署 | Assinatura do Aluno | Signature of Student**

**交表日期 | Data de Recepção | Date of Submission**



校園維護及發展處專用 | Espaço Reservado à Divisão de Manutenção e Desenvolvimento do Campus | Campus Maintenance and Development Office Use Only

學生已按照《學生宿舍規定》辦妥退宿手續並遷出宿舍 | O Aluno Já Concluiu as Formalidades Conforme as "Regras da Residência de Alunos", e Desocupou a Residência | The Student has Completed the Check-out Procedure and Moved out of the Hostel According to the Student Hostel Rules

- 交還宿舍鎖匙/房卡 | O Aluno Já Devolveu a Chave / o Cartão da Residência | The Student has Returned the Hostel Keys/ Key Cards
- 清繳水電、燃氣費 | O Aluno Já Efetuou o Pagamento das Despesas de Água, de Electricidade e de Gás | The Student has Settled All Outstanding Utility Charges
- 清空個人物品 | O Aluno Já Removeu Todos os Objectos Pessoais | The Student has Taken Away All Personal Belongings
- 還原房間原貌 | O Aluno Já Repôs o Estado Original do Quarto | The Student has Restored the Hostel Place to the Status Quo Ante

學生尚未按照《學生宿舍規定》辦妥退宿手續，須從學生之宿舍保證金扣減以下費用 | O Aluno Não Concluiu as Formalidades Conforme as "Regras da Residência de Alunos". É Preciso Deduzir as Seguintes Despesas da Caução da Residência | The Student does not Complete the Check-out Procedure According to the Student Hostel Rules, the Following Outstanding Fees should be Deducted from the Student's Hostel Deposit

- 宿舍鎖匙 / 房卡費用 | Despesas da Chave / do Cartão da Residência | Hostel Keys/ Key Cards 澳門元 MOP \_\_\_\_\_
- 水電、燃氣費用 | Despesas de Água, de Electricidade e de Gás | Outstanding Utility Charges 澳門元 MOP \_\_\_\_\_
- 損毀宿舍設備/物品 | Equipamentos / Objetos Destruidos | Destroyed Hostel Equipment/ Objects 澳門元 MOP \_\_\_\_\_
- 其他 | Outros | Others 學生須賠償 | Valor de Indemnização | Compensation Paid by the Student  
( \_\_\_\_\_ ) 澳門元 MOP \_\_\_\_\_

從宿舍保證金合共扣減：

Valor Total que Deve Ser Deduzido na Caução de Residência | Total : 澳門元 MOP \_\_\_\_\_

主管簽名 | Assinatura do Chefe da Divisão | Signature of Department Head

日期 | Data | Date

學生事務處專用 | Espaço reservado à Divisão de Assuntos de Estudantes | Student Affairs Office Use Only

登記人員 | Registrado por | Received by

收件日期 | Data de Regista | Date of Registration

批准 | Aprovado | Approve

不批准 | Rejeitado | Decline

主管簽名 | Assinatura do Chefe da Divisão | Signature of Department Head

日期 | Data | Date

備註 | Observações | Remarks



## 澳門本地銀行直接轉帳授權書

### Local (Macao) Bank Transfer Authorization Form

本人授權澳門理工大學財務處根據下列資料及條款代辦銀行轉帳。

I hereby authorize MPU Finance Office to make local bank transfer subject to the following conditions and information.

請填上“x”表示

Please indicate with “x”

<b>申請人資料</b>	<b>Applicant's Information</b>	1. 申請人姓名 Name of applicant		<input type="checkbox"/> 首次申請 First Application	<input type="checkbox"/> 更新資料 Renewal	
		2. 學生編號(如適用) Student No. (If any)	3. 所屬學院/部門(如適用) Name of Faculty/Department (If any)			
		4. 聯絡電話/電郵 Phone No./E-mail Address				
		5. 支付類別： Nature of Payment				
		<input type="checkbox"/> 教學服務提供人員 Academic Service Provider	<input type="checkbox"/> 學生校內培訓 Student Service Training Scheme	<input type="checkbox"/> 研究生強化計劃 Postgraduate Intensive Program	<input type="checkbox"/> 其他(請註明) Others (Please specify)	
<b>收款人銀行資料</b>	<b>Beneficiary's Bank Information</b>	6. 銀行名稱 Name of Bank				
		7. 帳戶姓名 Name of Bank Account Holder	中文(如適用)			
			English (If any)			
		8. 銀行帳號 Bank Account No.		9. 戶口幣別 Currency of Bank Account		

#### 條款 Conditions :

1. 申請人提交表格時必須連同銀行存摺內頁戶主資料部分之影印本。若未能提供，本校將按申請人提供的上述資料進行支付，如因資料不正確或不足而引致的任何問題、損失及費用，一概由申請人負責。
  2. 以上之直接轉帳支付，以銀行轉帳作為確認收訖。
  3. 如非澳門大西洋銀行或中國銀行澳門分行帳戶，其他銀行所需收取之費用將在轉帳金額內扣除。
  4. “不動帳戶”(通常為六個月或以上無任何交易者)無法接收轉帳，請確保提供之帳戶為非“不動帳戶”，有關事宜可向銀行查詢。
  5. 在本表格內所收集的個人資料只用作建立支付資料庫及辦理銀行轉帳的用途，以及有效地通知申請人有關支付情況(如：過帳通知、查詢漏報之資料等)。
  6. 如有其他補充資料，請註明: \_\_\_\_\_
1. Applicant should submit the authorization form together with a copy of the main page of the bankbook in which the information of account number and the name of bank account holder should be included. If the applicant cannot provide it, MPU will process the payment according to the information provided, furthermore, the applicant should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.
  2. The above transfer payment is regarded valid once bank transfer is done.
  3. If the applicant's bank is not BNU nor BOC, all miscellaneous bank-handling charges incurred will be deducted from the amount transferred.
  4. “Dormant accounts” (usually without any transactions for six months or more) cannot receive bank transfers. Please ensure that the account provided is a “non-dormant account”, you may consult the bank concerned.
  5. Personal data collected in this form will only be used for the establishment of payment database and for making bank transfer's purposes so as to disseminate information of payment status to the applicant effectively (such as: notification of bank transfer done, inquiry of information that applicant failed to fill in initially, etc.).
  6. Please state additional information if necessary: \_\_\_\_\_

日期

Date: \_\_\_\_\_

簽署

Signature: \_\_\_\_\_



## 匯款授權書

### Remittance Authorization Form

本人授權澳門理工大學財務處根據下列資料及條款代辦匯款。

I hereby authorize MPU Finance Office to make remittance subject to the following conditions and information.

請填上“x”表示

Please indicate with “x”

<b>申請人資料</b> Applicant's Information	1. 申請人姓名 Name of Applicant		<input type="checkbox"/> 首次申請 First Application	<input type="checkbox"/> 更新資料 Renewal
	2. 學生編號(如適用) Student No. (If any)		3. 所屬學院/部門(如適用) Name of Faculty/Department (If any)	
	4. 聯絡電話/電郵 Phone No./E-mail Address			
	5. 支付類別: <input type="checkbox"/> 教學服務提供人員 <input type="checkbox"/> 學生校內培訓 <input type="checkbox"/> 研究生強化計劃 <input type="checkbox"/> 其他(請註明)			
	Nature of Payment    Academic Service Provider    Student Service Training Scheme    Postgraduate Intensive Program    Others (Please specify)			
支付方式: Payment Method:		<input type="checkbox"/> 匯票(只需填寫下列第 7、12 及 13 項之資料) Bank draft (please provide information only for items 7, 12 and 13 below) <input type="checkbox"/> 匯款(請填寫下列第 6 至 13 項之資料) Remittance (please provide information for items 6 to 13 below)		
<b>收款人銀行資料</b> Beneficiary's Bank Information	6. 銀行名稱 Name of Bank			
	7. 帳戶姓名 Name of Bank Account Holder		中文(如適用)	
			English (If any)	
	8. 銀行帳號 Bank Account No.		若為中國大陸帳戶，必須到銀行辦理開通收取澳門匯款功能: If it is an account in Mainland China, the function of receiving remittance from Macao has to be activated at the bank: <input type="checkbox"/> 已開通 Activated (開通後方可進行匯款 Able to remit fund to China after activation) <input type="checkbox"/> 未開通 Not yet activated (尚未開通則不可進行匯款 Not able to remit fund to China before activation)	
	9. 銀行地址 Bank Address			
10. 銀行電匯編號(如適用) Remittance code of Bank (IBAN, NIB, Swift Code etc. if any)		11. 戶口幣別 Currency of Bank Account	12. 匯票/匯款幣別* Bank draft/Remittance Currency*	
13. 收款人地址/電話^ Beneficiary's Address /Phone No. ^				

\* 幣別必須為收款銀行接受的外幣匯款，國內銀行一般為人民幣/港幣/美元，海外銀行一般為美元/港幣/歐元，但個別銀行仍有規限。

\* The remittance currency must be foreign currency accepted by beneficiary's bank, generally CNY/HKD/USD for Mainland China banks while USD/HKD/EUR for overseas banks but some banks still have restrictions.

^ 地址及電話必須與銀行現存記錄相符。另外，申請人必須及時接聽國內收款銀行的來電以確認匯款，否則或引致匯款無法成功匯出。

^ Address and phone number must be consistent with the bank's existing records. In addition, the applicant must promptly answer the call from beneficiary's bank to confirm the remittance, otherwise the remittance may not be remitted successfully.

#### 條款 Conditions :

1. 本校將按申請人提供的上述資料進行支付，如因資料不正確或不足而引致的任何問題、損失及費用，一概由申請人負責。
2. 以上之匯款支付，以銀行匯出作為確認收訖。
3. 如提供匯款之銀行需收取手續費，有關之費用將由申請人自付，並直接在匯款金額內扣除。
4. 在本表格內所收集的個人資料只用作建立支付資料庫及辦理銀行匯款的用途，以及有效地通知申請人有關支付情況(如：查詢漏報之資料等)。
5. 如有其他補充資料，請註明: \_\_\_\_\_
1. MPU will process the payment according to the information provided, furthermore, the applicant should be responsible for any problem, loss or charge caused by any incorrect or insufficient information provided.
2. The above remittance payment is regarded valid once bank's remittance process is done.
3. All miscellaneous bank-handling charges incurred will be borne by the applicant and deducted from the amount remitted directly.
4. Personal data collected in this form will only be used for the establishment of payment database and for making remittance's purposes so as to disseminate information of payment status to the applicant effectively (such as: inquiry of information that applicant failed to fill in initially, etc.).
5. Please state additional information if necessary: \_\_\_\_\_

日期

Date: \_\_\_\_\_

簽署

Signature: \_\_\_\_\_



**澳門理工大學**  
Universidade Politécnica de Macau  
Macao Polytechnic University

### **澳門理工大學收集個人資料聲明**

澳門理工大學應申請人之要求提供相關學術及行政服務，申請人需遞交申請至相關單位。

澳門理工大學所收集的個人資料僅用作上述用途。有關資料亦可在澳門理工大學內部及其他具法律規定或獲申請人授權的實體之間傳遞，以達至完成相關程序。網絡傳遞過程未能保證訊息絕對保密，且存在一定程度之風險。

為提供所要求的服務，有關申請須提供申請人身份識別及與教育活動相關的資料，未能提供上述資料的申請將不予受理。

### **Macao Polytechnic University Personal Data Collection Statement**

Macao Polytechnic University (hereafter referred to as “the University”) provides relevant academic and administrative services at the request of applicants, which requires the applicants to submit applications to relevant units or departments.

The personal data collected by the University will be used solely for the stated purposes. They may be transferred within the University or to entities that are in accordance with legal provision or with your prior consent. It is necessary to note that internet transmission bears risk and may not guarantee absolute confidentiality.

To enable the provision of the requested services, it is mandatory for the applications to contain personal-identification and education-related information. Applications absent of the stated information will not be processed.