表示成功上傳

## 【報考人 For Candidates】

- 1. 登入研究生報名系統 Access application system
- 點選"填寫推薦人信息" Click the "Complete Referee Information"



## mpu.mo/apply\_pg



填寫推薦人資料
 Complete referee information

填寫推薦人資料並提供有效 的電郵地址,點選"通知推薦 人"後,系統將即時自動發送 電郵予推薦人邀請上載推薦 信。填寫推薦人資料前,請 與推薦人預先溝通。

Complete referee information and provide a valid email address before clicking the Referee". "Notify An automatic email will be instantly sent to the referee upload of for the recommendation letter. Please communicate with your referees regarding your request before completing the referee information.

 4. 推薦人成功上傳後,可於"填 寫推薦人信息"查看上載日期 及時間。

> An uploaded date and time will be shown after the recommendation letter is uploaded successfully by the referee at "Complete Referee Information".



11:09:21

Recommendation Letter uploaded successfully at 29/10/2023

## 【推薦人 For Referees】

- 查看"主旨:邀請上載推薦信"電郵;
   Open an email "Subject: Invitation to upload recommendation letter";
- 點選[<u>下載 PDF 樣式</u>]下載推薦信範本,按範本內容填寫,打印推薦信並於簽名欄 "親筆"簽署,掃瞄生成 PDF/JPG 檔案後,點選"推薦信上載連結"準備上傳推薦 信;

Download the template of recommendation letter by clicking [download PDF] and complete it accordingly, print out and sign the letter, scan and save it as a PDF/JPG file for further uploading by clicking the "hyperlink for uploading recommendation letter";

\* 請上載已簽署的推薦信 Please upload the signed recommendation letter

調U/Jが成日動放送加速。調小受量按色描記電影。Prease do not reply directly to this enait as this is an automated notification.
敬啟者:
您好!報考人 现正報考澳門理工大學 通士學位課程[-/中文],並填報關下為其推薦人。
關下坦納的評價對戰考人十分重要,講關下盡早搞妥及簽署本推薦信 <mark>[下載 PDF 遂式]</mark> ,並於報名期內透過本電郵所載連結上載已增妥及簽署之推薦信。未能扮時交回推 薦信將影響報考人的入學申請。
推薦信上載連結: http://wapps4.mpu_edu.mo/webappl/uploadletter.aspx? id=M/QyNTQw/MDY2MIBPU1RHUKFEVUFURTI0M/UqbG11amihomdu/W4/MDAxQHZpcC4xNj
衷心感謝閣下的協助! 上載連結
如有垂胸,歡迎與本校招生註冊處聯繫(電郵: <u>admission@mpu_edu.mo</u> , 電話:+853 8599 6111 / 6103 )。
澳門理工大學 招生註冊處
To: Whom it may concern

 ① 點選「文件夾」→選擇掃瞄生 成 PDF/JPG 檔案的推薦信; Click the "folder" to select the PDF/JPG file of the recommendation letter;

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②勾選及閲悉重要事項;
Tick and read the notification;
③點選「上傳」。
Click the "Upload".
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備註 Remarks:

- 推薦信必需由推薦人通過本校系統上傳方為有效,不接受以電郵方式提交; Recommendation letter must be uploaded by the referee via MPU system. Submission by email is not accepted;
- 若未有收到電郵,請與報考人確認所提供的電郵地址,查看電子郵箱的其他文件夾 (如垃圾郵件),或提供另一個有效的電郵地址供報考人更新考生平台的資料。
   If the referee fails to receive the email, please confirm the email address with the candidate, check the junk mail folder, or provide another valid email address to candidate for updating the information via Candidate Portal.