



## AUDITING MODULE APPLICATION FORM

Applicants are advised to seek academic advice and submit documents listed in the Appendix according to auditing mode and the identity to Academic Affairs Office (AAO) five working days before the module commences. Please read the Policy on Auditing Modules on <https://qae.usj.edu.mo/knowledge-base/1-4-1-5-policy-on-auditing-modules/> for important information about auditing at the University.

1. APPLICANT INFORMATION				
Surname (in English):		First Name (in English):		
<b>USJ student (with Active status):</b>	Student No:	Programme:		
	Intake Year:	Year of Study:		
<b>Non-USJ student / Alumni:</b>	Macao ID / Passport No:	Prefer Name (in English):		
	Email address:			Contact No:
2. AUDITING MODE				
<input type="checkbox"/> Non-earning credit and grade (mode 1) <sup>1</sup> <input type="checkbox"/> Earning credit and grade (mode 2) <sup>2</sup>				
3. MODULE INFORMATION				<i>Please select as appropriate</i>
Section Code	Section Name	Credits	Class is full	Late Add
Applicant's signature:		Date:		
4. RECOMMENDATION BY THE MODULE LECTURER				
Applicant is academic advised: <input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Recommended		<input type="checkbox"/> Not Recommended		
Comments:				
Name:		Signature & Date:		
5. RECOMMENDATION BY THE DEAN				
<input type="checkbox"/> Recommended		<input type="checkbox"/> Not Recommended		
Comments:				
Name:		Signature & Date:		

1. Please refer to Appendix – Table I for documents for registration in mode 1.
2. Please refer to Appendix – Table II for documents for registration in mode 2.



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ACADEMIC AFFAIRS OFFICE USE ONLY	
Received by:	Received on:
DECISION BY THE REGISTRAR	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Comments:	
Name:	Signature & Date:



## Appendix

Documents required for registration have to be submitted to AAO upon submission of application form. For any inquiries, please contact AAO at +853 8592 5744 or by email: [acadrecords@usj.edu.mo](mailto:acadrecords@usj.edu.mo) during Office Hours : Monday to Friday from 9:00 to 19:00 (except public holidays).

**TABLE I (for Audit in Mode 1)**

Documents required to submit for registration
<b>Non-USJ student / Alumni*</b>
<ul style="list-style-type: none"><li>• Auditing Module Application Form (please print double-sided, with information and signatures from Point 1 to 5)</li><li>• Macao ID / Passport (original and copy, both sides of an ID card on the same page)</li></ul>
<b>USJ student (with Active status)*</b>
<ul style="list-style-type: none"><li>• Auditing Module Application Form (please print double-sided, with information and signatures from Point 1 to 5)</li></ul>

\* Applicants have legal status to be in Macao.

Applicants are required to settle the auditing fee after AAO confirms that the application is accepted. The fee for auditing a module in this mode is set at MOP100 per credit. The fee is non-refundable.

**TABLE II (for Audit in Mode 2)**

Documents required to submit for registration
<b>Non-USJ student / Alumni*</b>
<ul style="list-style-type: none"><li>• Auditing Module Application Form (please print double-sided, with information and signatures from Point 1 to 5)</li><li>• Macao ID / Passport (original and copy, both sides of an ID card on the same page)</li><li>• Transcript and Diploma (original and copy, have to meet the University's matriculation requirements for the degree in which the audited module appears. For more information about the entry requirements of each academic level, please refer to Admissions Handbook: <a href="https://www.usj.edu.mo/en/admissions/admissions-publications/">https://www.usj.edu.mo/en/admissions/admissions-publications/</a>)</li><li>• Health Certificate Form</li></ul>
<b>USJ student (with Active status)*</b>
<ul style="list-style-type: none"><li>• Auditing Module Application Form (please print double-sided, with information and signatures from Point 1 to 5)</li><li>• Transcript and Diploma (original and copy, have to meet the University's matriculation requirements for the degree in which the audited module appears. For more information about the entry requirements of each academic level, please refer to Admissions Handbook: <a href="https://www.usj.edu.mo/en/admissions/admissions-publications/">https://www.usj.edu.mo/en/admissions/admissions-publications/</a>)</li></ul>

\* Applicants have legal status to be in Macao.

Applicants are required to settle the auditing fee after AAO confirms that the application is accepted. The fee for auditing a module in this mode is paid according to the tuition fee schedule at the time of auditing and according to the academic level of the audited module. The fee is non-refundable. Information related to tuition fee is available on the University's website: <https://www.usj.edu.mo/en/>.