

## 提交推薦信 Recommendation Letter Submission

### 【報考人 For Candidates】

1. 登入研究生報名系統  
Access application system



[mpu.mo/apply\\_pg](http://mpu.mo/apply_pg)

2. 點選“填寫推薦人信息”  
Click the “Complete Referee Information”

3. 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 “Notify Referee”. An automatic email will be instantly sent to the referee for the upload of 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”.

## 上傳推薦信 Recommendation Letter Uploading

### 【推薦人 For Referees】

1. 查看“主旨：邀請上傳推薦信”電郵；  
Open an email “Subject: Invitation to upload recommendation letter”;
2. 點選[[下載 PDF 樣式](#)]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，掃描生成 PDF/JPG 檔案後，點選“推薦信上傳連結”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”;



3. ① 點選「文件夾」→ 選擇掃描生成 PDF/JPG 檔案的推薦信；  
Click the “folder” to select the PDF/JPG file of the recommendation letter;
- ② 勾選及閱悉重要事項；  
Tick and read the notification;
- ③ 點選「上傳」。  
Click the “Upload”.



### 備註 Remarks :

1. 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;
2. 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.