

Registration form for submission of documentary proof of teaching staff having taught in other countries/regions

Teaching Staff Number: _____ - _____

Information about the school unit	Code of the school unit	Name of the school unit
Information about the teaching staff	Chinese name	Name in foreign language or transliteration
	Type of identification document	No. of identification document
	<input type="checkbox"/> Permanent Resident ID Card <input type="checkbox"/> Non-permanent Resident ID Card <input type="checkbox"/> Other (Please specify): _____	Contact phone no./Email
		Tel: _____ Email: _____

1. Proof of teaching: (For purpose of rank verification, teaching staff should submit the original documents as proof of having taught in other countries/regions. See item 2.1 in the instruction.)

Institution that issued the document	Position	Dates of commencement and termination of employment (year/month/day)	Full-time/part-time	No. of documents submitted (pieces) (Please put a serial number on each document.)
		/ / to / /		
		/ / to / /		
		/ / to / /		
		/ / to / /		

2. Proof of professional qualifications: (For instance: Teacher Qualification Certificate, Certificate for Registration as a Teacher, Qualified Teacher Certificate or Teacher Certificate, etc.).

Type of certificate	Institution that issued the certificate	Date of obtaining the certificate (year/month/day)	No. of documents submitted (pieces) (Please put a serial number on each document.)
		/ /	
		/ /	

3. Remarks:

- A. Documentary proof for each item filled in the above tables must be submitted; otherwise, the registration form will be treated as invalid.
- B. If any amendment is made on the form, the teaching staff himself/herself must sign next to the amendment for confirmation.
- C. Teaching staff must submit the relevant documents in accordance with the following provisions; late submission of documents will not be considered.
 - Teaching staff registering for the first time: Documents must be submitted within 180 days from the date of commencement of employment.
 - Teaching staff stopped working as a teacher prior to the effective date of Law No. 3/2012 “System Framework for Private School Teaching Staff of Non-tertiary Education” i.e. before 1st September 2012 and re-registered as a teacher: Documents must be submitted within 180 days from the date of resuming teaching work.

I hereby declare that the information provided on this form and all documents submitted by me are true and I agree that the Education and Youth Affairs Bureau (DSEJ), for the purpose of verification, will confirm the information on the proof of academic qualifications, certificates of professional qualifications, proof of teaching with the education institutions or departments that issued the relevant documents. Besides, I understand that I shall bear legal responsibilities for providing false information or documents.

Date _____ / _____ / _____
Year Month Day

Signature of the teaching staff

For DSEJ only	Documents received	<input type="checkbox"/> Proof of teaching : _____	
		<input type="checkbox"/> Proof of professional qualifications : _____	
	Receipt date of the documents(Y/M/D)	/ /	Signature of the staff receiving the documents

Instruction

The provision of Clause 2 of Article 65 of Law No. 3/2012 – “The System Framework for Private School Teaching Staff of Non-tertiary Education” stipulates that: in order to address the procedures for rank verification and registration of teaching staff, in accordance with Law No. 8/2005, “Personal Data Protection Act”, the DSEJ, when necessary, has the right to use any means including data interconnection, to carry out provision, interchange, verification and application of the personal data of the teaching staff with the entities possessing the data. All data should be applicable to “Personal Data Protection Act”.

Purpose of the data collection: To verify the rank of teaching staff, this form collects relevant documentary proof of teaching staff having taught in other countries or regions. This form is applicable to teaching staff registering at the DSEJ for the first time as well as for those who stopped working as a teacher before 1st September, 2012 and re-registered at the DSEJ as a teacher.

- 1. All documentary proof must be in Chinese, Portuguese or English.** If the documents are in other languages, they must be translated by professionals into Chinese or Portuguese and proved by Macao Notary Public Office that the translation has the same effect as the original text. In addition, the English translated version verified by the Ministry of Foreign Affairs or consulate of the place where the documents were issued can also be submitted.
- 2. Submission of proof of teaching:**
 - 2.1. Teaching staff should submit the original documents. If teaching staff need to submit the photocopied documents, they must produce the original documents for DSEJ staff to verify.
 - 2.2. The content of the proof of teaching must include the starting and ending date of employment, comments on work performance and the results of performance appraisal, the teaching duties, the grades and subjects taught, number of hours or lessons taught per week, as well as working on a full-time or part-time basis.
 - 2.3. All proof of teaching must meet any one of the following requirements:
 - i. A document issued by the school where the teaching staff worked or the local education institution should be printed on the letterhead of the school or the education institution. Besides, there must be the signature of the person in charge of the school or institution, the date of signing the document as well as the seal of the school or institution. When necessary and required, the document needed to have been verified by the local education administrative department.
 - ii. A document issued by a government organisation or education administrative department should be printed on the letterhead of the organisation or department.
 - iii. A notarial certificate approved by the official notary office must contain the name of the notary office that issued the certificate, the date of issuing, the name of the notary as well as the stamp of the notary office.
- 3. Proof of professional qualifications:**
 - 3.1. When submitting the photocopies of proof of academic qualifications, teaching staff need to produce the original documents for verification. Or there should be the signature of the person in charge of the school in Macao and the stamp of the school on the photocopies to confirm that the photocopies are equivalent to the original documents.
 - 3.2. Proof of academic qualifications refers to proof of teaching qualifications issued according to the local Teachers Certification System; such proof must be issued by the local government, education administrative department or other authorised entities, such as: Teacher Qualification Certificate, Certificate for Registration as a Teacher, Qualified Teacher Certificate or Teacher Certificate, etc.