

THE EDUCATION UNIVERSITY OF HONG KONG

The 23rd Congregation

Authorisation Letter (via Courier)

To: The Registry

I, _____ (Student No: _____) would like to authorise _____ (Company name of self-paid courier ^{Note}) to collect a set of academic dress based on my study programme and admission tickets on my behalf. My day-time contact telephone number is _____. A copy of my student card / HKID card* is attached. I understand and agree that in case the relevant copy is not presented by the self-paid courier upon collection, the Registry will not release the academic dress and admission tickets. I also understand that digital copy of my student card or HKID card will not be accepted.

Graduand's signature : _____

Programme Code/Title : _____

Date : _____

Company Staff Number : _____
(For Official Use)

**Please delete as appropriate*

Note: Please write the company name of the self-paid courier clearly. The University may contact you to confirm the information of this letter, if necessary.

香港教育大學

第二十三屆學位頒授典禮

(經速遞公司)委託書

致：教務處

本人 _____ (學生編號： _____) 授權自費安排的速遞公司^註

(公司名稱： _____) 代為領取畢業袍及典禮入場券。

本人日間聯絡電話： _____。本人確認已附上本人之學生證副本／身份證副本*。

本人明白並同意如本人自費安排之速遞公司職員未有出示本人之學生證或身份證副本，教務處將不會發放畢業袍及典禮入場券。本人亦明白在任何情況下均不接受任何形式之電子副本。

畢業同學簽名	:	_____
課程編號及名稱	:	_____
日期	:	_____
速遞公司職員編號 (辦事處專用)	:	_____

*請刪去不適用者

註：請清楚註明自費安排之速遞公司名稱，校方或會與你電話聯絡以確定本委託書內所填寫的資料是否真確。