

THE EDUCATION UNIVERSITY OF HONG KONG

The 24th Congregation

Authorisation Letter

To: The Registry

I, _____ (Student No: _____) would like to authorise
Mr / Ms* _____ (HKID / Passport number* _____) to collect
my award certificate on my behalf. A copy of my student card / HKID card* is attached. I
understand that if I have borrowed the academic dress, I must return the full set of academic
dress to the Registry (or via Quality Laundry Limited) during the designated period. The
original receipt of return of my academic dress must be presented together with this letter when
collecting my award certificate. Otherwise, the authorized person will not be allowed to collect
my award certificate, though the copy of my student card / HKID card* is attached. I also
understand that any digital copy of the aforesaid documents will **NOT** be accepted and the
University accepts no responsibility for any loss or damage of the certificate/diploma during
collection.

Graduate's signature : _____
Programme Code/Title : _____
Date : _____

**Please delete as appropriate*

Note: The University will **WITHHOLD** the issuance of all types of Academic Documents, including award certificate if graduates have any unsettled outstanding institutional fees incurred during their study and/graduates have not returned the academic dress.

