

Authorization Letter

To: Academic Regulations and Records Section, Registry

(We only accept original copy of the authorization letter)

Dear Sir/Madam,

I, _____ / _____ / _____
(Full name in English) (Student Number) (Programme Code)

hereby authorize _____ / _____
(Name of the Representative^{Note 1} or
Company name of self-paid courier^{Note 2}) (HKID/Passport No.)

to collect the following item(s) on my behalf: (Please tick as appropriate)

- Item A: A full set of academic dress based on my study programme**
- Item B: Ceremony admission tickets** (i.e. ONE graduand ticket and TWO guest tickets)
- Item C: Award Certificate**^{Note 5}

Please note that the following documents **MUST BE PRESENTED** when collecting any of the above item(s) listed:

- A copy of the graduand's student card/ HKID card (Digital copy is **NOT** accepted);
- HKID card or passport of the representative/HKID card or staff card of the self-paid courier for verification purpose^{Note 3};
- A completed Authorization Letter signed by the graduand;
- A completed and signed 'Undertaking' form by the graduand* (if not completed via online registration) (*applicable to graduands of Diploma, Higher Diploma, Undergraduate Degrees and Postgraduate Diploma in Education programmes only)

Notes:

1. The name of the representative written on the Authorization letter should match the printed name on the HKID Card or Passport presented for identification.
2. The representative or the self-paid courier personnel will need to present their identification to our staff for verification.
3. **NO** self-paid courier pick-up will be arranged during 11-13 October 2019.
4. The representative or the self-paid courier personnel will be authorized to sign for acknowledgement of receipt of the collected item(s) on my behalf and I shall be fully responsible for the non-delivery of the collected item(s) by my representative, if any.
5. Graduands **MUST** send email to Registry (arrcong@eduhk.hk) for special arrangement in advance, if your award certificate is to be collected by the self-paid courier on your behalf during 30-31 October 2019.
6. Graduands are to be reminded to settle all outstanding liabilities including tuition fee, hostel fee, administrative charges, library fines and loan item(s) from ITC help desk. Otherwise, no arrangement for the collection of the above items will be provided.

Yours faithfully,

Date:

(Signature)

Personal Information Collection Statement

1. The personal data provided by you on this form will be used by Academic Regulations and Records Section for the purpose of processing your application and to be destroyed after a period of time.
2. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
3. Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.