

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School

Letter of Authorization for Collection of Graduate Certificate

If you wish to authorize a representative to collect the graduate certificate on your behalf, please complete Both Sections A and B.

Section A: Personal Particulars of the Graduate

Name (in English): _____ Name (in Chinese): _____

Student ID No. : _____ HKID Card No.*: _____

Programme: _____ (e.g. MA in Music / PhD in Music)

Year of Graduation: _____

** If you do not have a HKID card, please present your passport or other ID document. The name and date of birth printed thereon must match with those in your student record for verification.*

Section B: Authorization

(The graduate must provide a copy of his/her ID document, HKID or passport, to the representative for verification when collecting the certificate.)

I (the Graduate) hereby authorize the following person to collect my graduate certificate on my behalf:

Name (in English): _____ Name (in Chinese): _____

Type of ID Document of the Representative: _____ HKID / Passport ID Document No. of the Representative: _____

Signature of the Graduate: _____ Date: _____

Acknowledgement of Receipt of the Graduate Certificate

This is to acknowledge receipt of the graduate certificate.

Signature of the Representative: _____ Date: _____

(The personal data of the graduate or the representative on this authorization letter is used for collection of the graduate certificate and record purpose only. The graduate's/representative's ID information will be removed before retention.)

For Graduate School Office use only

Staff initial: _____ Date: _____