

**Authorisation Letter for Collection of Award Parchment/Certification of Award**

Name of Graduate: \_\_\_\_\_

Student Number: \_\_\_\_\_

Programme-Stream Code: \_\_\_\_\_

I, \_\_\_\_\_, holder of HKID / Passport / Mainland ID \* \_\_\_\_\_,  
(name of graduate)

authorise \_\_\_\_\_, holder of HKID / Passport / Mainland ID \* \_\_\_\_\_  
(name of authorised person)

to collect the award parchment/certification of award on my behalf. The following documents are attached for the purpose of verification:

- a copy of my HKID / Passport / Mainland ID \* (will be retained by the University upon collection); and
- HKID / Passport / Mainland ID \* of the authorised person

\* *Please delete as appropriate*

I have taken note of the following points relating to the collection of the award parchment/certification of award:

- the authorised person would not be able to collect my award parchment/certification of award on my behalf if in the absence of any of the above document(s) and this signed authorisation letter;
- the University reserves the right to withhold the issuance of an award parchment/certification of award to a graduate who has unsettled matters with the University;
- the University accepts no responsibility for any loss or damage of the award parchment/certification of award during collection or delivery; and
- the University will under no circumstances issue any duplicate or replacement of the award parchment.

Signature of Graduate: \_\_\_\_\_

Date: \_\_\_\_\_