

**(Template for Authorization letter from candidate who will not be able to attend the Counselling process in person, for admission to Bachelor of Urban Design program to be held at CEPT University campus on 21<sup>st</sup> of July 2016, due to valid unavoidable circumstances beyond control)**

To  
**ADMISSION COMMITTEE**  
Bachelor of Urban Design  
CEPT University

**Subject: Authorization Letter for attending the Counselling Process for Admission to Bachelor of Urban Design**

Dear Madam / Sir,

I, .....(*Name of the applicant and Application Number*) holding the Merit Rank No..... in the provisional merit list for Bachelor of Urban Design, will not be able to attend the Counselling process in person, to be held at CEPT University campus on 21<sup>st</sup> of July 2016.

I am therefore authorizing Mr./Ms. .... (*Name of the authorized person*), who is my ..... (*Relation of the authorized person to the candidate*) to attend the admission counselling process on my behalf. He /She will produce all the documents required for the counselling and admission process. He /she is authorised to take decision, sign and pay required fee on my behalf and the decision taken by him / her will be treated as final decision of mine.

Date : \_\_\_\_\_ (*Name & Signature of the Applicant*)

Place : \_\_\_\_\_  
Merit Rank No. : \_\_\_\_\_  
Application Number: \_\_\_\_\_

**ATTESTATION**

\_\_\_\_\_  
*Signature of the authorised person \**

\_\_\_\_\_  
*Name of the authorised person \**

**Attested by**

*(Signature of the Applicant)*

**\* Note : Please attach copy of valid ID proof of applicant and authorized person with the authorization letter.**