

**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: \_\_\_\_\_ 2019 \_\_\_\_\_

*\* 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: \_\_\_\_\_