

Authorisation Letter

Applicant

Name : _____ ID/Passport No. : _____
UIC SID : _____ Programme : _____
Contact No. : _____

Representative

Name : _____ ID/Passport No. : _____
Contact No. : _____ Relationship with the applicant : _____

I would like to authorise _____ (Name of representative) to collect the below-listed documents on behalf of me. I understand that the documents, once collected, will not be reissued and I shall assume full responsibility for any loss or damage of the documents. I hereby certify that the information provided in the letter is accurate and correct.

The reference number(s) /number of copy of the document(s) to be collected is/are:

Document 1: _____ (number of copy: _____)

Document 2: _____ (number of copy: _____)

Document 3: _____ (number of copy: _____)

Each authorisation letter is entitled to collect a maximum of 3 types of documents. Additional authorisation letter is required if more than 3 types of documents will be collected.

Reference numbers:

001 Archives
002 Campus Card
003 Certificate of Graduation
004 Certificate of Studies
005 Certification of CET4/6
006 Certification of Graduation Status
007 Certificate of TEM4/8
008 Certification of TEM4/8
009 College Transcript
010 Confirmation of Student Status
011 HKBU Degree Diploma
012 HKBU Testimonial
013 Student ID Booklet
014 Transcript of CET4/6
015 UIC Testimonial
016 Others (Please specify): _____

Copy of the Applicant's ID card/Passport

(Front)

(Back)

(Please stick here)

(Please stick here)

Signature of Applicant: _____

Date: _____

Note:

1. This authorisation letter is valid for 30 days from the date of issuance.
2. The representative is required to present his/her original Personal ID card/Passport when he/she comes for the collection.