

Academic Registry (Taught Postgraduate Studies Section)

**Authorization Letter for the Application / Collection of
Transcript / Testimonial**

If you are unable to apply/collect the transcript/testimonial yourself, you may authorize a person to act on your behalf. Kindly complete this letter and ask the person you authorize to bring the following to the Taught Postgraduate Studies Section Service Counter:

- (i) this Letter which has been duly completed
- (ii) a photocopy of your HKID card and
- (iii) his/her HKID card/passport

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**To: Taught Postgraduate Studies Section, Academic Registry**

I, \_\_\_\_\_ (Name in English), the undersigned, holder of HKID No. \_\_\_\_\_  
hereby authorize \_\_\_\_\_ (Name), holder of HKID/Passport No.\*  
\_\_\_\_\_, to act on my behalf to apply for / collect\* my Transcript / Testimonial\*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*Select as appropriate

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Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Taught Postgraduate Studies Section, Academic Registry
AAB 904, Level 9, Academic and Administration Building,
Baptist University Road Campus,
Hong Kong Baptist University
Kowloon Tong
Kowloon