

# HONG KONG BAPTIST UNIVERSITY

## Authorization Form for the Collection of Diploma

If you are unable to collect the diploma yourself, you may authorize a person to collect the diploma on your behalf. Kindly complete this form and ask the person you authorize to bring

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

to the Academic Registry / Graduate School Service Counter to collect your diploma. The authorized person will be required to acknowledge receipt of your diploma.

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### To: Academic Registry/Graduate School

I cannot collect my diploma in person and would like to authorize the person stated below to collect it on my behalf.

I understand that the University will not issue replacement copies of diploma. I will bear full responsibility for any loss or damage of diploma after collection.

My personal data and that of the authorized person are given below:

#### I) Personal Particulars of the Graduate

Name in English (BLOCK letters, surname first): \_\_\_\_\_

Student No.: \_\_\_\_\_ HKID No.\*: \_\_\_\_\_

Title of award and Year of award: \_\_\_\_\_

Contact no.: \_\_\_\_\_ Email address: \_\_\_\_\_

#### II) Personal Particulars of the Authorized Person

Name of authorized person (BLOCK letters, surname first): \_\_\_\_\_

HKID/Passport No.#: \_\_\_\_\_ Contact no.: \_\_\_\_\_

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

\* Passport if HKID Card is not available

# Delete as appropriate

**Personal Data (Privacy) Ordinance**

**Personal Information Collection Statement**

Persons who supply personal data in their applications to the Academic Registry for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, application forms will be destroyed 3 months after the process is over.

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

Academic Registrar  
Academic Registry  
Room 701, 7/F  
Academic and Administration Building  
Baptist University Road Campus  
Hong Kong Baptist University  
Kowloon Tong  
Kowloon