

# 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.

\*\*\*\*\*

### 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 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

Privacy Policy Statement and Personal Information Collection Statement of the University is available at:  
<https://bupdpd.hkbu.edu.hk/policies-and-procedures/pps-pics/>