

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 Service Counter to collect your diploma. The authorized person will be required to acknowledge receipt of your diploma.

To: Academic Registry

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: _____

Delete as appropriate

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