

**Academic Registry (Taught Postgraduate Studies Section)  
Authorization Form for Collection of Diploma**

If you are unable to collect the diploma yourself, you may authorize a person to collect the diploma on your behalf. Please 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 (or your passport if applicable) and
- (iii) the authorized person's HKID card or passport

to the Academic Registry (Taught Postgraduate Studies Section) Service Counter to collect your diploma. Please refer to the website of the Academic Registry (Taught Postgraduate Studies Section) for its counter service hours.

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

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**To: Academic Registry (Taught Postgraduate Studies Section)**

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 the 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: \_\_\_\_\_

## 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](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:

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