



GRADUATE SCHOOL

Authorization Letter for the Application / Collection of

Replacement of Diploma

If you are unable to apply/collect the Replacement Diploma 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 Graduate School 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: Graduate School

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 Replacement Diploma.

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

\*Select as appropriate

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Personal Data (Privacy) Ordinance

Personal Information Collection Statement

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

1. Personal data provided in the applications are to facilitate the processing 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:

Graduate School
Room 904, 9/F, Academic and Administration Building,
Baptist University Road Campus,
Hong Kong Baptist University
Kowloon Tong, Kowloon