



Authorisation Form for Collection of Diploma

If you are unable to collect the diploma yourself, you may authorise a person to collect the diploma on your behalf. Please complete this form and ask the person you authorise 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 authorised person's HKID card or passport

to the Graduate School Service Counter to collect your diploma. Please refer to the website of the Graduate School for its counter service hours.

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

To: Graduate School

I cannot collect my diploma in person and would like to authorise 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 authorised 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 Authorised Person

Name of Authorised Person (BLOCK letters, surname first): _____

HKID/Passport No.#: _____ Contact No.: _____

Signature of Applicant: _____ Date: _____

* Your passport number if applicable

Delete as appropriate

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:

Graduate School,
AAB 904, Level 9, Academic and Administration Building,
Baptist University Road Campus,
Hong Kong Baptist University,
Kowloon Tong,
Hong Kong