

HONG KONG BAPTIST UNIVERSITY
Graduate School
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 your HKID card is not available) and
- (iii) the authorized 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 authorized person will be required to acknowledge receipt of your diploma.

To: 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 understand that the University will not issue replacement copies of a diploma. 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: _____

* Your passport number if your HKID card is not available

Delete as appropriate

**Personal Data (Privacy) Ordinance
Personal Information Collection Statement**

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

1. The personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. The personal data provided will only be used by University staff.
3. After the applications have been processed, the application forms will be destroyed in 3 months.

Under the provision of the Personal Data (Privacy) Ordinance, requests for personal data access or correction may be made and addressed to:

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