

Authorisation Letter 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 ensure the authorised person brings the following documents to the [Graduate School Office](#) to collect your diploma:

- (i) this Letter which has been duly completed;
- (ii) a photocopy of your HKID card; and
- (iii) his/her HKID card/passport

To visit the Graduate School, please schedule an appointment through our [Integrated Appointment System](#) at least two working days in advance.

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

To: Graduate School

I am unable to 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 to the diploma after collection. My personal details 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: Doctor of Philosophy Master of Philosophy Year of Award: _____

Phone No. (Mobile): _____ Email Address: _____

II) Personal Particulars of the Authorised Person

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

ID Document Type: HKID Passport ID Document No: _____

Phone No. (Mobile): _____

Applicant's Signature: _____ Date: _____

Privacy Policy Statement and Personal Information Collection Statement of the University (PPS/PICS) is available at:
<https://bupdp0.hkbu.edu.hk/en/policies-and-procedures/pps-pics.html>