



Authorisation Letter for the Collection of Transcript/Testimonial

If you are unable to collect the transcript/testimonial yourself, you may authorise a representative to act on your behalf. Kindly complete this letter and ask the authorised person to bring the following to the [Graduate School Office](#):

- (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 2 working days in advance.

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**To: Graduate School**

I, \_\_\_\_\_ (Name in English, BLOCK letters, Surname first), the undersigned, holder of  
 HKID No. \_\_\_\_\_, hereby authorise \_\_\_\_\_ (Name in English,  
 BLOCK letters, Surname first), holder of ID Document Type  HKID  Passport, ID Document  
 No. \_\_\_\_\_, to act on my behalf to collect my  Transcript  Testimonial.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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