

Authorisation Letter for Collection of Award Parchment

Name of Graduate: _____

Student Number: _____

Programme Code and Title: _____

I, _____, authorise _____,
(name of graduate) (name of authorised person)

to collect the award parchment on my behalf. Our personal information is as follows:

Graduate	Authorised Person
HKID number: _____	HKID / Mainland ID / Passport number *: _____
Mainland ID number: _____	_____
Passport number: _____	_____
(all fields are required, if applicable)	* Please delete as appropriate

The following documents are enclosed for the purpose of verification:

- a copy of HKID / Passport / Mainland ID * of the graduate (will be returned to the authorised person after verification at the Service Counter);
- HKID / Passport / Mainland ID * of the authorised person

* Please delete as appropriate

I have taken note of the following points relating to the collection of the award parchment:

- the authorised person will not be able to collect my award parchment on my behalf if in the absence of any of the above document and a signed authorisation letter;
- CPCE reserves the right to withhold the issuance of an award parchment to a graduate who has unsettled matters with PolyU / CPCE;
- CPCE accepts no responsibility for any loss or damage of the award parchments during collection or delivery; and
- CPCE will under no circumstances issue any duplicate or replacement of the award parchments.

Signature of Graduate: _____

Date: _____