

Authorization Form for
Collection of Academic Documents (not applicable to Graduation Certificate)

If you wish to authorize a representative to collect the academic document(s) (e.g. transcript, certifying letter, etc) on your behalf, please complete this form.

(The personal data of the student/graduate or the representative will be used for collection of the academic document(s) and record purpose only. This Instruction and copy of the student's/graduate's/representative's ID document will be kept in the Graduate School. For correction of or access to the personal data after submission of this form, please contact the Graduate School at 86-755-8427 3901, or email to gs@cuhk.edu.cn.)

Personal data of the student/graduate

Name (in English): _____ Name (in Chinese): _____

ID Card/

Other Identity No.: _____ Student ID: _____

Degree: _____ Programme: _____

Contact Phone No.: _____ E-mail Address: _____

(ATTENTION: The representative should bring along this form together with the copy of the identity document of the student/graduate mentioned above.

I hereby authorize the following representative to collect my document(s)* on my behalf:

- Certifying Letter Transcript
 Report on Curriculum Details Others, please specify: _____

**Please tick as appropriate.*

Personal data of my representative

Name (in English): _____ Name (in Chinese): _____

Type of ID Document#: Passport / Identity Card ID Document No.: _____

Signature of Student/Graduate: _____ Date: _____

#Please delete as appropriate.

Acknowledgement of receipt of the above academic document(s)

Signature of Representative: _____ Date: _____

For Office of the Graduate School use only

Handled by: _____ Date: _____