

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
香港中文大学（深圳）
THE GRADUATE SCHOOL
研究生院

Authorization Form For Collection of Academic Documents

(Not Applicable to Graduation Certificate)

委托他人代领学术文件申请表（不适用于学位证书）

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.

本表适用于委托他人代为领取成绩单、在读证明等学术文件时填写。

(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 pgs@cuhk.edu.cn.)

此表格所收集的资料将用以处理有关的申请，所提供的资料于无需保留时将全部销毁。如在递交此表格后要查阅或改正个人资料，请联络研究生院：（电话：（86）755-84273901 邮箱：pgs@cuhk.edu.cn）

I . Personal data of the student/graduate 个人信息

Name (Chinese) 姓名（中文）_____ (English)（英文）_____

Student I.D. No. 学号_____ Programme 课程组 _____ Degree 学位_____

ID Card/Other Identity No.: _____ 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.

请注意：被委托人应携带本表格及申请人的身份证明副本以供验证。

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

本人现授权下述人士，代领本人的下述文件：

Certifying Letter 在读证明

Transcript 成绩单

Report on Curriculum Details 课程详情报告

Others, please specify:其他，请注明_____

**Please tick as appropriate.*

II . Personal data of the my representative 代领人信息

Name (Chinese) 姓名（中文）_____ (English)（英文）_____

Type of ID Document 身份证明文件名称 Passport / Identity Card 护照/身份证

ID Document No.: 身份证明文件号码 _____

Signature of Student/Graduate: 申请人签名 _____ Date : 日期 _____

Acknowledgement of receipt of the above academic document(s)文件领取签署

Signature of Representative: 代领人签名 _____ Date : 日期 _____

For Office of the Graduate School use only

Handled by:

Date: