

**Authorisation Letter for Collection of  
Award Parchment/Transcript/Testimonial/Award letter/ Certified True Copy/ Certification of Award**

Name of Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Department: \_\_\_\_\_

I, \_\_\_\_\_, holder of HKID / Passport / Mainland ID \* \_\_\_\_\_,  
(name of student)

authorise \_\_\_\_\_, holder of HKID / Passport / Mainland ID \* \_\_\_\_\_  
(name of authorised person)

to collect the above document(s) on my behalf.

The following documents are attached for the purpose of verification:

- a copy of my HKID / Passport / Mainland ID \* (will be returned to the authorised person after verification);
- HKID / Passport / Mainland ID \* of the authorised person

Signature of Student/Graduate: \_\_\_\_\_

Date: \_\_\_\_\_

*\* Please delete as appropriate*