

Authorisation Letter

Date: _____

City University of Hong Kong

Dear Sir/Madam,

I, _____ / _____ / _____
(full name) (CityU student number) (programme code)

hereby authorise _____ / _____
(name of the person) (HKID or Passport no.)

to apply/collect on my behalf the *award certificate/ _____ academic transcript(s)/
(no. of copies)

_____ testimonial(s)/ _____ certification letter(s)/
(no. of copies) (no. of copies)

others: _____.

A photocopy of my *Student ID Card/HKID Card/Passport is attached for your verification and it will be returned to my representative after inspection.

My representative understands that * he/she will be required to produce * his/her HKID card or passport for identification and record purposes when applying/collecting the said document(s) on my behalf.

I also confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the said document(s). I understand that I shall be fully responsible for the undelivery, if any, of the said document(s) by my representative.

Yours faithfully,

(Signature)

* Please delete where inappropriate

(03/2014)