**The Chinese University of Hong Kong**

**Graduate School**

# **Authorization Form for Collection of Academic Documents**

*Notes:*

1. *This authorization form is applicable to the collection of transcript, certifying letter, report on curriculum details, etc.*
2. *This form is not applicable for the collection of Graduate Certificate. Please refer to* [*https://www.gs.cuhk.edu.hk/page/Graduation*](https://www.gs.cuhk.edu.hk/page/Graduation) *for the relevant arrangements and authorization form for collection of Graduate Certificate.*
3. *The personal data collected on this authorization form is solely used to process the request of collecting the academic document(s). The graduate’s/representative’s ID information will be removed before filing retention.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Data of the Applicant** | | | | |
| Name (in English): |  | Name (in Chinese): | |  |
| HKID Card/  Other Identity*#* No.: |  | Student ID No.: | |  |
| Programme: | (*e.g. MA in Music / PhD in Music*) | | | |
| Contact Phone No.: |  | Email Address: | |  |
| **I understand that the representative will be required to present a copy of my HKID card\*/passport when collecting the graduate certificate on my behalf. The identity document will be returned to the authorized person after verification.**  *\* If you do not have a HKID card, please provide a copy of your passport. The name and date of birth printed thereon must be the same as your registration record at CUHK.* | | | | |
| I hereby authorize the following representative to collect the following document(s)\* on my behalf:  🞏 Certifying Letter 🞏 Transcript  🞏 Report on Curriculum Details 🞏 Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\* Please tick as appropriate.* | | | | |
| **Personal Data of the Representative** | | | | |
| Name (in English): |  | Name (in Chinese): | |  |
| Type of  Identification Document: | Passport / Identity Card# | Identification Document No.: | |  |
| Signature of the Applicant: |  |  | Date: |  |
| *# Please delete as appropriate.* | |  | |  |
| **Note: the authorized person will be required to present his/her HKID Card/passport for identity verification at the service counter. The identity document will be returned to the authorized person after verification.**  **Acknowledgement of Receipt of the Document(s)** | | | | |
| Signature of the Representative: |  |  | Date: |  |
|  |  |  | |  |
| ***For Graduate School Office use only*** | | | | |
| Handled by: |  |  | Date: |  |

November 2023