

Authorization form for the collection of university official document(s)

This authorization form must be completed by the student / graduate and present it in HARD COPY by the authorized delegate for collection of the specified document(s) in the Academic Services Office. Student / Graduate please add an image of your HKID card / Mainland resident ID card / Passport under Section E in p.2 of this Form for identification.

Section A: Information of the Student / Graduate

Full Name in English (in BLOCK letters, Family Name first):

University number: _____

HKID card (Please refer to the sample overleaf) / Passport number*: _____

Mainland resident ID card number (If any): _____

(中华人民共和国居民身份证号码)

HKU email address: _____

Section B: Information of the Authorized Delegate

Full Name in English (in BLOCK letters, Family Name first):

HKID card (Please refer to the sample overleaf) / Passport number*: _____

Mainland resident ID card number (If any): _____

(中华人民共和国居民身份证号码)

Email address: _____

* Please circle as appropriate.

Section C: University official document(s) to be collected

Please tick as appropriate:

☐

Transcript

☐

Testimonial

☐

Certification

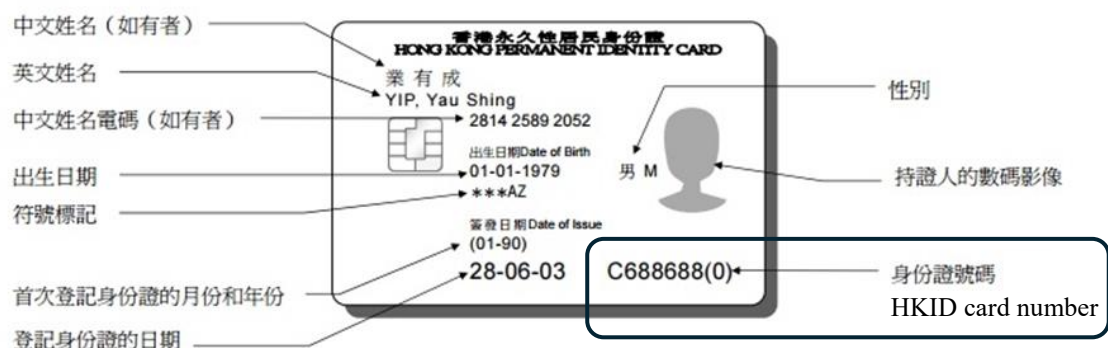
Section D: Authorization details

I, _____ (Full Name in English of Student / Graduate, with details specified in Section A above), hereby authorize _____ (Full Name in English of the Authorized Delegate, with details specified in Section B above) to collect the university official document(s) as specified in Section C above) on my behalf. I confirm all information provided in this Form is true, accurate and valid and I understand the University accepts no responsibility for any loss or damage of the university official document(s) during collection or delivery.

Signature of the Student / Graduate: _____ Date: _____

Section E: Student / Graduate's HKID card / Mainland resident ID card / Passport image
(Please circle as appropriate)

Sample of Hong Kong Identity Card (HKID Card)



For office use only

Please check the following information:

Student / Graduate: Name, UID, HKID / Passport / Mainland ID (any one, pls circle), HKU Email address

Authorized Delegate: Name, HKID / Passport / Mainland ID (any one, pls circle)

Checked by: _____(Name of Staff)

Date: _____