香港浸會大學持續教育學院
SCHOOL OF CONTINUING EDUCATION
HONG KONG BAPTIST UNIVERSITY

SCE-R-023 (05/2026)

# Authorization Form for Collection of Diploma

*See overleaf for Notes for Applicants.*

If you are unable to collect the diploma in person, you may authorize a representative to collect it on your behalf. Please complete this form and ask your representative to bring the following documents:

1. a duly completed Authorization Form;
2. a photocopy of your HKID Card; and
3. the representative's HKID Card.

to Headquarters (2/F, Franki Centre, 320 Junction Road, Kowloon Tong) to collect your diploma. The authorized person will be required to acknowledge receipt of your diploma.

**APPLICANT DECLARATION** (*You are required to insert "✓" in all appropriate boxes below.*)

- ❑ I cannot collect my diploma in person and would like to authorize the person stated below to collect it on my behalf.
- ❑ I will bear full responsibility for any loss or damage of diploma after collection.
- ❑ My personal data and that of the authorized person are given below.

**GRADUATE'S PARTICULARS**

Name in English:
(*BLOCK letters, surname first*) _____ Name in Chinese: _____

Student Number: _____ HKID Number: _____

Contact Number: _____ Email Address: _____

Title of Award: _____

Year of Award: _____

**AUTHORIZED PERSON'S PARTICULARS**

Name of Authorized Person:
(*BLOCK letters, surname first*) _____

HKID/Passport# Number: _____ Contact Number: _____

# *Delete as appropriate.*

Signature of Applicant: _____ Date: _____

**FOR OFFICE USE ONLY**

Application received by: _____ ( / / ) Identity verified by: _____ ( / / )

# Notes for Applicants

1. Applicants are required to fill in all the fields in the Authorization Form.

2. Collection of personal data adheres to the Privacy Policy Statement and Personal Information Collection Statement (PPS & PICS) of the Hong Kong Baptist University. Please refer to https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/ for access to the PPS & PICS.