



領取畢業證書授權書
Authorization Form for the Collection of Graduation Certificate

一般須知 Points to Note

1. 若畢業生未能親身領取畢業證書，可以授權一位代表代其領取。屆時代理人需攜同 (i)已填妥的授權書，連同 (ii) 畢業生的學生證副本及 (iii)代理人的身份證，於指定日期及時間內到達九龍塘校園中心思齊樓辦理手續，代理人需簽署以茲確認。
 2. 畢業生於此表格所填報的個人資料只供處理本項申請，並將會於完成處理後三個月內銷毀。
1. If graduate is unable to collect the graduation certificate in person, he/she may authorize a person to collect the graduation certificate on his/her behalf. Please ensure that the authorized representative present (i) this duly completed form, (ii) a photocopy of the graduate's Student Card and (iii) his/her HKID card at the time of collection at the Office of Kowloon Tong Campus Centre DLB. The authorized representative will be required to acknowledge receipt of the graduation certificate.
 2. The personal data collected in this form is processed for this application only, and will be destroyed in three months after the process is completed.

聲明 Declaration

本人未能親身領取畢業證書，現授權以下人士代為領取。本人明白畢業證書一經簽收，即表示證書上的所有資料均經核實並正確無誤。本人知悉學院不會重發畢業證書，倘若在領取後，畢業證書有任何損爛或遺失，一概與學院無關。

I am not available to collect my graduation certificate in person and hereby authorize the person stated below to collect it on my behalf. I understand that the School shall deem that all information appears on the graduate certificate is correct and free from error upon its collection, and replacement copies of graduation certificate will not be issued. I will bear full responsibility for any loss or damage of graduation certificate after collection.

本人及代理人的個人資料如下：

My personal data and that of the authorized representative are given below:

I. 畢業生的個人資料 Personal Particulars of the Graduate

姓名 (英文)
Name (English): _____

學生編號
Student No.: _____

課程名稱
Programme Title: _____

領取日期
Collection Period: _____

II. 代理人的個人資料 Personal Particulars of the Authorized Representative

代理人姓名 (英文)
Name of Authorized Representative (English): _____

代理人身份證號碼
HKID No. of Authorized Representative: _____

畢業生簽署
Signature of Graduate: _____

日期
Date: _____