

HONG KONG BAPTIST UNIVERSITY

Authorization Form for the Collection of Diploma

If you are unable to collect the diploma yourself, you may authorize a person to collect the diploma on your behalf. Kindly complete this form and ask the person you authorize to bring

- (i) this Form which has been duly completed;
- (ii) a photocopy of your HKID card/passport and
- (iii) his/her HKID card/passport

to the Academic Registry / Graduate School Service Counter to collect your diploma. The authorized person will be required to acknowledge receipt of your diploma.

To: Academic Registrar

I cannot collect my diploma in person and would like to authorize the person stated below to collect it on my behalf.

I understand that the University will not issue replacement copies of diploma. 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:

I) Personal Particulars of the Graduate

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

Student No.: _____ HKID/Passport No.*: _____

Title of award and Year of award: _____

Contact no.: _____ Email address: _____

II) Personal Particulars of the Authorized Person

Name of authorized person (BLOCK letters, surname first): _____

HKID/Passport No.*: _____ Contact no.: _____

Signature of applicant: _____ Date: _____

* Delete as appropriate

Personal Data (Privacy) Ordinance

Personal Information Collection Statement

Persons who supply personal data in their applications to the Academic Registry for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, application forms will be destroyed 3 months after the process is over.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Academic Registrar
Academic Registry
Hong Kong Baptist University
7/F Fong Shu Chuen Library
Kowloon Tong
Kowloon