

# Authorization Letter

Date:

City University of Hong Kong

Dear Sir / Madam,

I, \_\_\_\_\_ / \_\_\_\_\_ / \* MPhil / PhD /  
(full name) (CityU student number) (programme)

Professional Doctorate, hereby authorize \_\_\_\_\_ / \_\_\_\_\_  
(name of the person) (HKID or Passport no.)

to collect the award certificate on my behalf .

A photocopy of my \*Student ID Card / HKID Card / Passport is attached for your verification and it will be returned to my representative after inspection.

My representative understands that \* he / she would be required to produce \* his / her HKID card or passport for identification and record purpose when collecting the award certificate for me.

I also confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the award certificate. I understand that I shall be fully responsible for the undelivery, if any, of the award certificate from my representative.

Yours faithfully,

\_\_\_\_\_  
(signature)

*\* Please delete where inappropriate*