

香港都會大學
HONG KONG METROPOLITAN UNIVERSITY

代領個人版本大學改名證明文件授權信

Authorization Letter for the Collection of Personalized Certification (University re-titling statement)

畢業生資料 Personal Particulars of the graduate

姓名 (英文) _____ (中文) _____
Name in English (surname first): _____ Name in Chinese: _____

學生證號碼 _____ 香港身份證號碼 _____
Student ID No. : _____ HKID No.: _____

本人（畢業生）現授權下述人士代領個人版本大學改名證明文件。以下是本人之學生證或在大學已登記的身份證明文件* 副本，以供查證。

I (the graduate) hereby authorize the following person to collect my Personalized Certification on my behalf. Below please find a photocopy of my Student ID/the form of ID I have registered with the University* for verification purpose.

請貼上學生證或在大學已登記的身份證明文件副本

PLEASE AFFIX A COPY OF STUDENT ID CARD
OR THE FORM OF ID REGISTERED WITH THE
UNIVERSITY HERE

代領人姓名 (英文) _____ (中文) _____
Name of authorized person in English: _____ Name in Chinese: _____

代領人的香港身份證號碼/護照號碼*
HKID/Passport No.* of authorized person: _____

備註: 於領取個人版本大學改名證明文件時，代領人必須出示其個人身份證/護照正本及代該畢業生簽收上述文件。

Remark: Upon collection of the Personalized Certification, authorized person is required to present the original copy of the HKID/Passport and to sign an acknowledgement of receipt of the abovementioned document(s) for the graduate.

畢業生簽署 _____ 日期 _____
Signature of Graduate: _____ Date: _____

* 刪去不適用者
Delete as appropriate