
Authorization Letter

Date: _____

Saint Francis University / Caritas Bianchi College of Careers

Dear Sir / Madam,

I, _____ / _____ / _____
(full name) (student number) (programme Title)

hereby authorize _____ / _____
(name of the person) (HKID or Passport no.)

to collect on my behalf the *award certificate / attendance certificate / transcript / certification letters / others: _____.

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 said document for me.

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

Yours faithfully,

_____ (signature)

* Please delete where inappropriate