



Authorisation Form for Collection of Document(s)

Important Notes:

1. The applicant must complete this form to authorise the collection by a proxy.
2. The proxy will be required to produce the following documents during the collection:
 - a) Signed authorisation form by the applicant
 - b) A copy of the applicant's **Identity Card** (both sides) or **Passport** (personal particulars page)
 - c) The proxy's Identity Card or Passport

Note: Items 2b and 2c to be sighted by the officer-in-charge, but will not be retained by the University.

To: Officer-in-charge,

I, the undersigned applicant, hereby authorise _____,
(full name of proxy)

Date of Birth (DD/MM/YYYY) _____ to collect the following documents (please tick)

on my behalf:

☐

Transcript(s)

☐

Degree Certificate

☐

Other(s): _____

Applicant's Details

Applicant's Name: (in FULL & BLOCK LETTERS)		
Date of Birth:	Contact Number:	Degree Conferred (where applicable):

Signature: _____

Date: _____