

**Graduation Certificate Collection Form**

Collect your certificate in person - please fill in Section A.

Authorize a representative to collect the certificate on your behalf - please fill in both Sections A and B.

(The personal data of the graduate or the representative will be used for collection of the certificate and record purpose only. This form and copy of the graduate's/representative's ID document will be kept in the Graduate School. For correction of or access to the personal data after submission of this form, please contact the Graduate School at 852-3943 8976, or email to [gradschool@cuhk.edu.hk](mailto:gradschool@cuhk.edu.hk).)

**Section A: Personal data of the graduate**

Name (in Chinese): \_\_\_\_\_ Name (in English): \_\_\_\_\_

Student ID No. : \_\_\_\_\_ HKID Card No.\*: \_\_\_\_\_

Degree: \_\_\_\_\_ Programme: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

\* If you do not have a HKID card, please present your CU student ID card, or passport/ID document, the name and date of birth printed thereon must match with those in your student record, for verification.

**Section B: Letter of Authorization**

**(ATTENTION: Please bring along the copy of ID document of the graduate for verification)**

I (the Graduate) hereby authorize the following person to collect my graduation certificate on my behalf:

**Personal data of my representative**

Name (in Chinese): \_\_\_\_\_ Name (in English): \_\_\_\_\_

Name of ID Document of Representative: \_\_\_\_\_ ID Document No. of Representative: \_\_\_\_\_

Signature of Graduate: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement of receipt of the graduation certificate**

This is to acknowledge receipt of the graduation certificate.

Signature of Graduate/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**For Graduate School Office use only**

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**領取畢業證書表格**

親自領取，只須填寫甲部。授權他人代領，則請填寫甲、乙兩部。

(畢業生及代領人所提供之個人資料，只會用作領取畢業證書及紀錄用途。研究院將保存本表格及授權人的身份證明文件副本。如欲查閱及改正表格上所填報的個人資料，請與研究院聯絡，電話 852-3943 8976，電郵 gradschoo@cuhk.edu.hk。)

**甲部：畢業生資料**

姓名(中文)：\_\_\_\_\_ 姓名(英文)：\_\_\_\_\_

學號：\_\_\_\_\_ 香港身份証號碼\*：\_\_\_\_\_

學位：\_\_\_\_\_ 課程：\_\_\_\_\_

畢業年份：\_\_\_\_\_

\*如 台端並不擁有香港身份證，請提供香港中文大學學生證或印有與 台端學生紀錄相符的姓名及出生日期的護照或身份證明文件，以供核實身份。

**乙部：代領畢業證書授權書** (注意：請帶備畢業生的身份證明文件副本以供核實身份)

本人(畢業生)現授權下述人士，代領本人之畢業證書：

**代領人資料**

姓名(中文)：\_\_\_\_\_ 姓名(英文)：\_\_\_\_\_

代領人的身份證明文件名稱：\_\_\_\_\_ 代領人的身份證明文件號碼：\_\_\_\_\_

畢業生簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

**簽署領取證書**

茲確認已收妥有關畢業證書。

畢業生／代領人簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

**研究院院務室專用**

職員：\_\_\_\_\_ 日期：\_\_\_\_\_