



AUTHORIZATION FOR COLLECTION OF OFFICIAL DOCUMENT(S)

(For Bachelor's Degree Programmes)

The authorized person shall submit the following documents to the Registry to collect the official document(s), and will be required to acknowledge receipt of the official document(s) upon collection.

- ✓ This form which has been duly completed and signed;
- ✓ A photocopy of your I.D. card/passport;
- ✓ A photocopy of his/her I.D. card/passport.

To: Registry

I would like to authorize the person stated below to collect the following official document(s) on my behalf. **I will bear full responsibility for any loss or damage of the official document(s) after collection.**

- Graduation Certificate (**I understand that the graduation certificate will be issued once only, and there will be NO second printing/replacement copy of my graduation certificate.**)
- Others (Please circle and/or fill in the suitable item(s) in the following)
 ___ Copy(ies) of Testimonial(s) / ___ Copy(ies) of Transcript(s) / ___ Copy(ies) of Certified True Copy of Transcript and Graduation Certificate / Campus Card / English Translation of Diploma

My personal data and that of the authorized person are given below:

I. Personal Particulars of the Graduate/Student

Name of the Graduate/Student (Block Letters): _____

Student No.: ---

I.D./Passport No.: _____ Contact No.: _____

II. Personal Particulars of the Authorized Person

Name of the Authorized Person (Block Letters): _____

I.D./Passport No.: _____ Contact No.: _____

❖ I declare that the information provided in this authorization letter is correct and I have acknowledged and understood the following <Personal Data Collection Statement of the Registry of the University of Macau>:

The University of Macau, in accord to the purpose of providing the related administrative services requested by applicants, requires applicants to fill in this application form and submit to the Registry. The personal data collected in the form will only be used for the mentioned purpose and may also be transferred within the University and to entities that are in accordance with legal provision or with your prior consent, for the purpose of carrying out the related procedures. The transmission of personal information over the Internet may lack protection and security. There is a risk that your information may be accessed or used by an unauthorized third party.

The application will not be proceeded if applicants fail to fill in any of the mandatory fields as required in the application form in accord to the personal-identification and education-related information.

To make correction of your personal data held by the University or to apply for related testimonials, undergraduate students can submit the request to the Registry while postgraduate students should contact the Graduate School.

Signature of the Graduate/Student: _____ Date: _____