

Macao University of Tourism Authorisation Letter

PA/F/058

For Collection of Graduation Documents

If you could not come personally to collect the graduation documents, you may authorise a person to collect them on your behalf. Kindly ask the nominee to bring the following documents and s/he will be required to acknowledge receipt of the collected documents:

- a true copy of this form which has been duly completed and signed
- a copy of your ID card/passport
- a copy of the nominee's ID card/passport

To: Pedagogic Affairs Department, Macao University of Tourism

I could not come to collect the graduation documents of the following programme in person and would like to authorise the person stated below to collect it on my behalf.

_____ (programme name)

I understand that the Macao University of Tourism will not issue replacement copy of my certificate. I will bear full responsibility for any loss of damage of certificate after collection.

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

I. Personal particulars of the applicant

Full name in English (Block letters): _____

Student no.: _____

ID/Passport no.: _____ Contact no.: _____

Email address: _____

II. Personal particulars of the authorised person

Full name in English (Block letters): _____

ID/Passport no.: _____ Contact no.: _____

❖ I declare that the information provided in this authorisation letter is correct.

Signature of the applicant: _____ Date: _____