

Authorization Form

To: Registry, Tung Wah College

I, _____, (HKID/Student No.: _____)
(name of applicant/student)

hereby authorize Mr / Miss / Ms *
(name of authorized representative)

(HKID/Passport No.: _____) to act on my behalf

(please tick the appropriate box below)

to submit the application for * credit transfer / replacement of SID card /
transcript of studies / testimonial / appeal against assessment result /
others (please specify): _____

to collect * transcript of studies / testimonial / student ID card /
graduation certificate / others (please specify): _____

* Please delete as appropriate

A photocopy of my HKID or Student ID card is attached for the purpose of verification.

My representative understands that he/she would be required to produce his/her HKID card or Passport for identification purpose when submitting the application/collecting the said document on my behalf.

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.

Signature of Applicant/Student

Date