

旅遊學院

授權信

委託他人代為領取課程證書或各類證明書之用。

倘閣下未能親臨領取上述文件，可授權他人代辦。獲授權者必須帶備以下文件才能領取課程證書或證明書：

- 授權人填妥並簽名的授權信
- 授權人的身份證或護照副本
- 獲授權人的身份證或護照副本

致：旅遊學院 技術暨學術輔助部

本人由於未能親臨領取證書 / 成績單 / 證明書，現授權以下人士代為領取：

_____ (課程名稱)

本人知悉若上述證書在領取後發生損壞或遺失，旅遊學院概不負責及重發證書予本人。

本人與獲授權人資料如下：

1. 本人資料：

姓名 (請以正楷填寫)：_____

學生證編號：_____

身份證 / 護照號碼：_____ 聯絡電話：_____

電郵：_____

2. 獲授權人資料：

姓名 (請以正楷填寫)：_____

身份證 / 護照號碼：_____ 聯絡電話：_____

❖ 本人聲明上述所提供的資料準確無誤。

簽名：_____ 日期：_____

Institute for Tourism Studies Authorisation Letter

For Collection of Certificate or Testimonial

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: Technical and Academic Support Division, Institute for Tourism Studies

I could not come to collect the certificate / transcript / testimonial of the following course in person and would like to authorise the person stated below to collect it / them on my behalf.

_____ (course name)

I understand that the Institute for Tourism Studies 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 authorized 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 authorization letter is correct.

Signature of the applicant: _____ Date: _____