Dear Examinations and Graduation Office (EGO)

Subject: **Authority letter to collect Document/s**

I, **Full Student Name and Surname**, authorize the person named below to collect my degree certificate on my behalf as I am unable to collect it from your office due to various reasons.

I have no objection to **Full Name and Surname of the person collecting your document/s.** with ID/Passport number **Click or tap here to enter Id/Passport Number.** signing receipt of the required documents in my absence.

**Details of Student:**

|  |  |
| --- | --- |
| Name of Student:  |       |
| Student Number:  |       |
| Contact Number: |       |
| Degree Graduated with:  |       |
| Graduation Date:  | Click or tap to enter a date. |

[ ]  By checking the box, I hereby confirm that the details provided below are correct, and I take full responsibility for any loss or damage of collected documents.

**Details of Authorized Person:**

|  |  |  |
| --- | --- | --- |
| Full Name  | : |       |
| Relationship with Applicant | : |       |
| Contact Number/s | : |       |

Yours sincerely,

|  |  |
| --- | --- |
|       | Click or tap to enter a date. |
| Initials and Surname | Date |