

**LINGNAN UNIVERSITY**  
**Authorisation Letter**

Date: \_\_\_\_\_

Dear Registrar,

I, \_\_\_\_\_ ( \_\_\_\_\_ ) / \_\_\_\_\_ /  
*(full name) (student ID number) (HKID or passport number)*  
\_\_\_\_\_ hereby authorise \_\_\_\_\_ / \_\_\_\_\_  
*(degree and major stream) (name of the authorised person) (HKID or passport number)*

to collect the graduation certificate / transcript / others (please specify)\*: \_\_\_\_\_

on my behalf. A copy of my HKID card/passport\* # is attached for your verification. I understand that I shall be fully responsible for any loss or damage of the above mentioned document(s) once collected by the authorised person. The authorised person understands that he/she should present his/her HKID/passport for verification upon collection of the above mentioned document(s).

Yours faithfully,

\_\_\_\_\_  
*(signature)*

*\*Please delete as appropriate.*

*#The HKID card/passport copy will be destroyed right after verification.*

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**Personal Information Collection Statement**

1. Personal data provided on this letter will be treated confidentially and will be used for processing this matter only. All information provided will be destroyed in one year.
2. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties.
3. Unless indicated otherwise, all personal data requested in this letter is required for collection of document(s) by an authorised representative. If such data is incomplete or inaccurate, your representative will not be allowed to collect the document(s).
4. Without your consent, Lingnan University will not use your personal information provided to us to conduct direct marketing.
5. Applications for access to personal data should be made to the Chief Data Protection Officer ([DPO@LN.edu.hk](mailto:DPO@LN.edu.hk)) of the University. For update/correction of personal data, please contact the Registry ([registry@LN.edu.hk](mailto:registry@LN.edu.hk)).