

## Authorization Letter

To: Academic Regulations and Records Office  
City University of Hong Kong

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

Dear Sir / Madam,

I, \_\_\_\_\_ / \_\_\_\_\_  
*(full name)* *(HKID number)*

hereby authorize \_\_\_\_\_ / \_\_\_\_\_ to  
*(name of representative)* *(HKID or Passport number)*

complete the enrolment procedures and collect the student identity card on my behalf.

A photocopy of my HKID card is attached for your verification and it will be returned to my representative after inspection.

My representative understands that \*he / she will be required to produce \*his / her HKID card or passport for identification purpose.

I confirm that my representative shall have the authority to sign for acknowledgement of receipt of my student identity card.

Yours faithfully,

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

*\* Please delete as appropriate*