

香港中文大学(深圳)  
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN  
教务处  
Registry Office  
代领本科课程毕业证/学位证授权书

**Authorization Form for the Collection of Graduation/ Degree Certificate of Undergraduate Programmes**

**Personal Particulars of the Graduate 毕业生资料**

姓名 (英文) Name in English (in Block letters, surname first):	_____	(中文):	_____
学号 Student I.D. No.:	_____	身份证*/护照**号码^ PRC ID/ Passport No.:	_____
书院 College:	_____	主修课程 Major Programme:	_____
毕业年份 Year of Graduation:	_____	学位 Degree Awarded:	_____
联络电话 Contact Tel. No.:	_____	邮箱 E-mail Address:	_____

本人(毕业生)现授权下述人士代领本人毕业证/学位证, 现提交本人身份证/护照副本以供查证, 并明白大学将不负责领取证书后任何遗失或损坏。

I (the graduate) hereby authorize the following person to collect my graduation/ degree certificate on my behalf. I have attached a photocopy of my PRC ID/ passport document for verification purpose. I understand that the University accepts no responsibility for any loss or damage of the certificate after collection.

毕业证书 Graduation Certificate     学位证书 Degree Certificate

代领人姓名 (英文)  
Name of authorized person  
(in English, surname first): \_\_\_\_\_ (中文): \_\_\_\_\_  
#代领人的身份证/护照\*\*号码  
PRC ID/ Passport No. of authorized person: \_\_\_\_\_

#于领取毕业证/学位证时, 代领人必须出示其本人身份证/护照正本及毕业生身份证明文件副本代该毕业生签收。

Upon collection of the graduation/ degree certificate, authorized person should present the original copy of his/her PRC ID/ Passport document, the copy of the identity document of the graduate, and sign to acknowledge receipt of the graduation/ degree certificate for the graduate.

毕业生签名  
Signature of Graduate: \_\_\_\_\_ 日期  
Date: \_\_\_\_\_

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^ The PRC ID/ passport number should be the same as your registration record at the University.

身份证/护照号码必须与注册资料相符。

\* If you have lost your PRC ID card, please provide a copy of your passport or other identity documents. The name and date of birth printed thereon should be the same as your registration record.

如毕业生已遗失身份证, 请提供护照或其他身份证明文件副本, 文件上的姓名与出生日期必须与注册资料相符。

收集个人资料声明:

1. 此表格所收集的资料将用以处理有关的申请, 所提供的资料于无需保留时将全部销毁。
2. 如在递交此表格后要查阅或改正个人资料, 请联络教务处:  
(电话: 8427 3626, 传真: 8427 3691, 邮箱: registry@cuhk.edu.cn)

Personal Information Collection Statement:

1. The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. For correction of or access to the personal data after submission of this form, please contact the Registry Office:  
(Tel. No.: 8427 3626, Fax No.: 8427 3691, e-mail address: registry@cuhk.edu.cn)