



Authorization Form

Notes
1. Students who are unable to collect his/her personal document(s) in person may authorize a representative to collect the document(s) on his/her behalf.
2. The representative will be requested to present this **authorization form**, a copy of **the student's identification document*** and **his/her own identification document** to make the collection.

Section I Personal Particulars

HKUST Student ID:

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Name (in English): _____

Program: _____

Contact Phone No./ Email Address: _____

Section II Request Details

I hereby authorize the following person to collect my personal document(s) on my behalf:

Document(s) to be Collected: _____

Name of Representative: _____

Type and the number of Identification Document: _____

Signature of Student: _____ Date: _____

Personal Information Collection Statement
i) The personal data provided in this form will be used for checking of records and processing this application only. It is obligatory for you to supply the required data on this form. Your application may be delayed or may not be considered if the data submitted are incomplete.
ii) The personal data collected may be provided to major departments/ schools, or relevant administrative offices for the above-mentioned purposes.
iii) For access or correction of the personal data after submission of this form, the request should be made to the Academic Registrar, Room 1381, Academic Building, HKUST. For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.

* Examples of the identification document are HKID card, Passport or Student ID card.