



Academic Affairs & Registry

Date:

Examination & Graduation Unit, University of Technology Sarawak (UTS)

Dear Sir / Madam

Letter of Authorization for the Collection of Graduate Documents

I, NRIC No.,
(Name as in NRIC)

Student Registration No. Programme

am unable to collect my documents due to the following reason(s):

.....
.....

I hereby authorize.....NRIC No. to collect on my behalf
(Name as in NRIC)

- Letter of Completion
- Academic Transcript
- Certificate
- Other _____

I fully understand and agree to be solely responsible for the following situations, during transmission through my above-named authorised agent:

1. I will NOT be entitled to re-claim all items issued to my agent from the University
2. I AGREE and CONFIRM that I will NOT hold UTS responsible for any damage, loss or misplacement of the said document(s)

I hereby enclose for your reference and retention:

- One photocopy of my NRIC
- One photocopy of my representative's NRIC

Thank you.

Yours sincerely

..... (Signature)

Telephone/ Mobile No. :

IMPORTANT NOTES:

Graduates are to COMPLETE and SIGN the said form in their OWN HANDWRITING. Only ORIGINAL COMPLETED AUTHORISATION FORMS will be accepted.

THE UNIVERSITY RESERVES THE RIGHT NOT TO ISSUE DEGREE CERTIFICATE, ACADEMIC TRANSCRIPT AND TESTIMONIAL TO AN AUTHORISED REPRESENTATIVE OF THE STUDENT IF THE UNIVERSITY IS OF THE OPINION THAT THE AUTHORISATION FORM IS INCOMPLETE FOR ANY REASON WHATSOEVER INCLUDING BUT NOT RESTRICTED TO CONFLICTING OR UNCLEAR DETAILS OR VARIATION FROM UNIVERSITY RECORDS.