



# Academic Affairs & Registry

Date:

Convocation Unit,  
Academic Affairs and Registry Department University  
of Technology Sarawak  
No. 1, Jalan University  
96000 Sibu, Sarawak

Dear Sir/Madam

## Letter of Authorization for the Collection/Returning of Convocation Attire

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

Student Registration No..... Programme : .....

I am unable to **collect/return** (*Please delete as appropriate*) my convocation attire due to the following reason(s):

.....  
.....

I hereby authorize ..... NRIC No.: .....  
(Name as in NRIC)

to collect on my behalf my convocation attire from the University.

I agree and confirm that I will not hold UTS responsible for any damage, loss or misplacement of the convocation attire during transmission through my above-named authorized agent.

I hereby enclose for your reference and retention:

- 1) One photocopy of my NRIC;
- 2) One photocopy of my agent's NRIC

Thank you.

Yours sincerely

.....  
(Signature)

Telephone/Mobile No. : .....