

Authorisation Letter
Collection of Graduation Documents (Class of 2022)

To: Office of Student Affairs

I, _____, _____,
(Student's name in full as in NRIC/FIN) *(Last 4 alpha-numeric of NRIC/FIN)*

hereby authorise

_____, _____,
(Authorised representative's name in full as in NRIC/FIN) *(Last 4 alpha-numeric of NRIC/FIN)*

to collect the following document(s) on my behalf *(please ✓ accordingly)*:

- Degree Certificate and Transcript
- Diploma Certificate

Student's Signature: _____ Date: _____

Important Note

For verification purposes, the authorised representative will be required to produce the following documents during collection:

- Signed authorisation form by the student
- The authorised representative's identity card or passport