

AUTHORISATION FORM

If you would like your certificate to be collected after graduation please complete the form below to authorise this.

* Required fields

Section 1

This section refers to the student who wants to have their certificate collected rather than posted.

Student full name* :

Student number* :

I have registered to graduate in absence and would like my certificate to be collected after graduation by* :

1. Myself:

If you tick this option please go to section 3.

2. My nominee:

If you tick this option please complete section 2 and 3.

Section 2

Full name of the person who will collect my certificate:

.....

Student number (if applicable):

I understand that person I have nominated must take a copy of this completed form and their photo identity when collecting my certificate during the designated open hours*

Section 3

I have ticked to show that I understand that this letter must contain my signature* .

Student's signature* :

For Graduation Office use only:

Request received:

RISIS updated with request:

Collected by (PRINT name):

Signed:

Ceremony:

Date:

RISIS updated: