

**AUTHORIZATION FORM TO COLLECT THE CONVOCATION ITEMS**

Date: .....

Examinations and Records Unit (ERU)

Multimedia University.

Dear Sir / Madam,

**LETTER OF AUTHORIZATION FOR THE COLLECTION OF CONVOCATION ITEMS**

I, ..... NRIC/Passport No. ....  
Student ID No.....Faculty.....  
am unable to collect my Convocation Items due to the following reason(s):  
.....

I hereby authorize..... NRIC/Passport No.....  
to collect on my behalf.

I fully understand and agree to be solely responsible for the following situations, during transmission through my abovenamed authorised person:

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

I hereby enclose for your reference and retention:

- 1. One photocopy of my authorized person's NRIC/Passport
- 2. A copy of my MOHE Tracer Study Confirmation Slip
- 3. A copy of my Alumni Profile Update logged out page

Thank you.

Yours sincerely,

.....

(Signature)

Mobile No.:

**IMPORTANT NOTES:**

Graduates are to **COMPLETE** and **SIGN** this form. Only **ORIGINAL COMPLETED AUTHORISATION FORMS** will be accepted.

**THE UNIVERSITY RESERVES THE RIGHT NOT TO ISSUE THE CONVOCATION ITEMS TO THE AUTHORISED PERSON 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.**