

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: _____ 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 authorized person:

- **I will NOT be entitled to re-claim all items issued to my authorized person from the University.**
- **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:

- **One photocopy of my authorized person's NRIC/Passport**

Thank you.

Yours sincerely

.....
(Signature)
Telephone/Mobile No. :

IMPORTANT NOTES:

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

GRADUATES WHO ATTENDED CONVOCATION: You are required to return the Convocation
Attire (Robe) before you can collect your Convocation Items.

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