

# I-SHOU UNIVERSITY

## Letter of Authorization for Diploma Collection

I, \_\_\_\_\_ (Student No.: \_\_\_\_\_), a graduand from the Department/Institute/Program of \_\_\_\_\_, have earned the credits required for graduation, and I, therefore, request permission to complete the check-out process.

As I am unable to collect my diploma in person, I hereby authorize Mr./Ms. \_\_\_\_\_ (National ID No.: \_\_\_\_\_) to collect the diploma on my behalf. I shall be fully responsible for adverse consequences, if any.

Documents required for collecting the diploma at the Registration Section:

- (1) The graduand's student ID card (or an identity document) and personal seal;**
- (2) Letter of Authorization (filled out by the applicant him/herself);**
- (3) The representative's identity document and personal seal;**
- (4) One paperback copy of the master's thesis or doctoral dissertation (for postgraduate graduands only)**

Graduand: \_\_\_\_\_ (Signature)

Date:            /            /            (Y/M/D)