

THEi Graduation Ceremony 2025
二〇二五年度香港高等教育科技學院畢業典禮
25 and 26 November 2025
二〇二五年十一月廿五日及十一月廿六日

Letter of Authorisation

授權書

To : Technological and Higher Education Institute of Hong Kong

I hereby authorise *Mr / Miss / Ms _____ (HK Identity Card No. _____) to collect the THEi graduation items *and / or documents related to graduation *and / or hire / purchase the academic gown on my behalf and understand that *he / she will be required to produce *his / her identity card for checking. A photocopy of my identity card and reply confirmation are also provided for your verification.

本人現授權 _____ *先生 / 小姐 / 女士 (香港身份證號碼 _____) 代表本人領取**THEi**高科院畢業物品*及 / 或 其他相關畢業文件*及 / 或 租借 / 購買畢業禮袍一件，亦明白受託人須出示其身份證明文件以供查核。隨函並附上本人的身份證副本及回覆確認以供查閱。

Please note that the representative must be at least 18 years old.
 請注意受託人必須年滿十八歲。

Signature of Graduand:

畢業生簽署：

Name of Graduand:

畢業生姓名：

Graduand's HKID Card No.:

畢業生香港身份證號碼：

Graduated Programme Code:

畢業課程編號：

Date:

日期：

* Please delete where inappropriate.

請劃去不適用者。

For Registry use only
 此欄由教務處填寫

The identities of the graduand and *his / her representative have been verified.
 已核對畢業生及其受託人的身份證明。

 Date
 日期

 Signature of Responsible Staff
 負責職員簽署