



# Letter of Authorization

### **During Convocation:**

Please complete this Letter of Authorization form only if you cannot pick up your own convocation packet and need to authorize another individual to obtain it on your behalf. They should print and bring this form with their photo identification to the University Bookstore in the Students' Union Building (lower floor) during the scheduled pick-up times.

### **Outside of the Convocation period:**

This Letter of Authorization form can also be used to authorize another individual to pick up graduation documents on your behalf throughout the year from the Convocation and Ceremonies Office (1-27 South Academic Building).

**Note:** This form must be printed. Electronic copies of this form shown on a mobile phone will not be accepted.

### **Personal Information**

|               |                   |
|---------------|-------------------|
| Graduand Name | Student ID Number |
|---------------|-------------------|

### **Authorization**

I authorize the Office of the Registrar to release the item selected below to the following individual:

Designate Name: \_\_\_\_\_

Convocation packet (containing my parchment, name card and graduand ticket, apparel)

Parchment / parchment reprint

Other degree-related documents (eg. certified copy of degree):

\_\_\_\_\_

|                    |                               |
|--------------------|-------------------------------|
| Graduand Signature | Date                          |
|                    | M   M   D   D   Y   Y   Y   Y |

The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of providing consent for third party collection of convocation packets. Direct any questions about this collection to: Corinne Callihoo, Assistant Registrar, Convocation & Ceremonies at 780.492.2376.