

**Authorisation Letter
for Collection of Certificate by Proxy**

To: The Registrar
Singapore University of Social Sciences

Dear Sir/Madam,

I, the undersigned hereby authorize
Name of proxy
.....
Last 4 characters of NRIC/FIN No. of Proxy to collect, on my behalf, the degree/diploma certificate* for
.....
Name of Degree

A photocopy of my NRIC (both sides)/FIN* is attached for your verification.

My representative understands that he/she will be required to produce his/her NRIC/FIN for identification and record purpose when collecting the Document for me.

I confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the Document.

I shall be fully responsible for the non-delivery to me, if any, of the Document, by my representative.

Graduate's Details

Graduate's Name (in FULL & BLOCK Letters): _____

PI Number (please refer to your academic transcript for the PI number): _____

Contact Number: _____

NOTE: Singapore University of Social Sciences do not accept collection on behalf by courier companies/agencies.

Signature: _____ Date: _____

* delete where inappropriate