

Letter of Authorization

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 bring this form with their photo identification to the University Bookstore during the scheduled pick-up times.

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

Personal Information

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

Authorization

<p>I authorize the Office of the Registrar to release to the following individual, my:</p> <ul style="list-style-type: none"><input type="checkbox"/> Convocation packet (containing my parchment, name card and graduand ticket, apparel, guest tickets)<input type="checkbox"/> Parchment / parchment reprint<input type="checkbox"/> Other degree-related documents: _____
Designate Name

Graduand Signature	Date
--------------------	------