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

I authorize the Office of the Registrar to release to the following individual, my:

☐ Convocation packet (containing my parchment, name card and graduand ticket, apparel, guest tickets)
☐ Parchment / parchment reprint
☐ Other degree-related documents: ________________________________

Designate Name

Graduand Signature

Date

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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 Calihou, Assistant Registrar, Convocation & Ceremonies at 780.492.2376.