

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 Student Service Centre, 2nd floor University Commons.

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

Personal Information

Graduand Legal Name	Student ID Number
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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
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Protection of Privacy – Personal information provided is collected in accordance with Section 4(c) of the *Alberta Protection of Privacy Act* (POPA) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the *Act*. It will be used and disclosed for the purpose of providing consent for third party collection of convocation packets by the University of Alberta. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at ropriv@ualberta.ca.