

The VTC Graduation Ceremony 2026

Letter of Authorization

To : Vocational Training Council

I hereby authorize *Mr/Miss/Ms _____ (HK Identity Card No. _____)
to collect academic gown and/or documents related to graduation during the period from 7 to 14
November 2026 on my behalf and understand that *he/she will be required to present *his/her identity
card for checking, late collection will not be allowed. A photocopy of my identity card, *the payment
receipt(s) and reply confirmation are also provided for your verification.

Please note that the representative must be at least 18 years old.

Signature of Graduate:

Name of Graduate:

Graduate's HKID Card No.:

Graduated Programme Code:

Date:

* Please delete where inappropriate.

For CS use only

The identities of the graduate and *his / her representative have been verified.

Date

Signature of Responsible Staff