



Authorisation Form

The purpose of this form is to nominate another person to collect items from Student Central on my behalf. I understand that I may only authorise one person on this form. I may change these arrangements at any time by contacting Student Central. The information I provide on this form will authorise my nominee to collect items on my behalf during the period I specify. I understand that I should only allow someone I trust to collect items on my behalf as the University is not responsible for the security or use of my items once they have been collected.

1. My name

Family Name: _____

Given Name/s: _____

2. My date of Birth

___ / ___ / ___

3. My permanent address

4. My student number

5. My nominee's name

Family Name: _____

Given Names: _____

6. My nominee's date of birth

___ / ___ / ___

7. My nominee's student number (if applicable)

8. My nominee's contact details

Address: _____

Phone Number: _____

Email: _____

9. Number of items to be collected

10. Items to be collected (please tick the appropriate boxes)

- Graduation Certificates (*Testamur & Transcript*)
- Transcript (*please indicate the number of transcript(s) to be picked up: ___*)
- Long Completion Letter
- Short Completion Letter
- Enrolment Print
- Enrolment Status Letter
- Payment Advice or Fee Statement
- Student ID Card

Academic Consideration Documents

Student Loan Documents

Other (*please specify*)

11. I want this arrangement to last:

Indefinitely **OR**

From ___ / ___ / ___ to ___ / ___ / ___

12. My authorisation

I authorise the person named on this form to collect the items listed above from Student Central.

By signing this authorisation, I acknowledge that:

- the information I have provided is correct;
- my nominee must provide photo ID to Student Central at the time of collection to enable verification of their identity (for example: student card*, passport, driver's licence);
- Student Central will not release items unless it is satisfied that the person is authorised; and
- the University of Wollongong accepts no responsibility for collected items once they have been collected by my nominee.

My signature

Date

___ / ___ / ___

13. My nominee's acceptance

By signing this authorisation, my nominee acknowledges that he/she understands and accepts:

- the responsibilities he/she has under this arrangement;
- that he/she will access, use and disclose personal information he/she receives only as authorised by the person to whom the information relates; and
- that his/her appointment as nominee may be revoked if he/she does not comply with his/her responsibilities.

My nominee's signature

Date

___ / ___ / ___

*Student card must be a current University of Wollongong student card or if another student card is used, it must have photo identification and sufficient information to verify the identity of the person.