



Letter of Authorization

Please complete the Letter of Authorization form **only if you cannot pick up your own apparel and 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. **Otherwise, it is not necessary to return this form.**

Letter of Authorization Only required if you have someone else pick up your degree.

In regards to Spring/Fall (Circle One) Convocation 20____, I, _____, _____, _____,
(Full Name of Student) (Student ID #)

in the Faculty of _____, authorize the Office of the Registrar
(Name of Faculty)

to release to _____ my Name Card and Ticket, Guest tickets (maximum of 3),
(Name of Designate)

Procedures for Graduands, Parchment and Apparel.

Signature: _____
(Graduand)

Date: _____