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

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: ______________________________________ Date: ___________________________

(Graduand)