

**THE CHINESE UNIVERSITY OF HONG KONG  
FACULTY OF BUSINESS ADMINISTRATION  
UNDERGRADUATE OFFICE**

**Authorization Form (For Multiple Purposes)**

I, \_\_\_\_\_ (CUHK Student ID No.: \_\_\_\_\_)  
(Name of Student)

hereby authorize Mr / Miss / Mrs / Ms\* \_\_\_\_\_  
(Name of the Authorized Person)

(CUHK Student ID/HKID No.\*: \_\_\_\_\_) to submit the following application(s) / pay the following fee(s) / collect the following document(s) & material(s)\* on my behalf. A copy of my CUHK Student ID Card / HKID Card\* is presented herewith for identity verification by the UGO staff. I understand that it is my responsibility to ensure the application form(s) submitted is duly completed and signed, and that the UGO reserves the absolute right not to accept my application(s) if the required supporting documents (*if any*) are not provided in full. I also understand that (*if applicable*) it is the full responsibility of the authorized person but not the UGO to safeguard the intactness of the documents/materials as collected from the UGO.

(\* *Please delete where appropriate.*)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Application** [*please check “√” the appropriate box(es)*]

- Change of Major                       Declaration of Minor  
 Change of Study Period               Suspension of Studies (*except* for internship purpose)  
 Supplementary Course Registration     Late Add/Drop  
 Change of Concentration               Withdrawal from IBBA Programme  
 Double Majors in \_\_\_\_\_       Double Degree Option in \_\_\_\_\_  
 Scholarship (name of the scholarship: \_\_\_\_\_)

**Fee Payment** [*please check “√” the appropriate box(es)*]

- Certifying letter for \_\_\_\_\_       Copies of Course Outlines  
 Membership fee for \_\_\_\_\_

**Collection of Documents / Materials** [*please check “√” the appropriate box(es)*]

- Dean's List Certificate               Certificate for Beta Gamma Sigma  
 Exchange Package (name of the overseas host institution: \_\_\_\_\_)

**Others**

- Others: (please specify: \_\_\_\_\_)