



Collection of your Academic Documents

Please complete this form and forward it on to the nominated individual who has agreed to collect your academic documents on your behalf. They must present this form to the askUS Help Desk with photographic ID when collecting your documents.

Name:	Student ID: @00
Programme Title:	
Name of nominated individual who is collecting your certificate:	
Documents required: Certificate <input type="checkbox"/> Transcript <input type="checkbox"/>	Additional Information:

Please note:

- The askUS Help Desk is located on the upper floor of University House on the main Peel Park Campus.
- The service is available Monday to Friday, 8:30am until 6:00pm.
- Without this form and photographic identification your nominated person will not be able to collect your academic documents.

This form confirms that I have nominated the above person to collect my academic documents, and that I have granted them permission to handle any affairs relating to my academic documents in my absence.

Signed:.....

Date:.....