



Authorization Letter

HMU/UG002

Dear Hall Management Unit,

I, _____, the undersigned holder of HKSYU Student ID _____ and the resident of (Room No.) _____ in Residential and Amenities Complex / Research Complex*, hereby authorized:

1. Full Name in English:- _____ (as shown on student ID card)
2. HKSYU Student ID:- _____ (the first 4 numbers of HKID for non-HKSYU's student only)
3. Relationship with me:- _____
4. The authorized person would like to enter my room from (Time) _____ to _____ on (Date) _____

to act on behalf to help (may choose more than one item):

- I. taking my mail / parcel*^
- II. taking this item(s) from my room^:- _____
- III. completing check-out procedures
- IV. packing up my room and completing check-out procedures^
- V. others, please specify:- _____

**Please delete where appropriate.*

^The University or Hall Management Unit (HMU) will not be responsible for any loss or damage.

Yours sincerely,

Signature

Contact number:

Date:

Please return the duly-completed authorization letter to hmu@hksyu.edu by University email account.

- If it is possible, please send the soft copy of your HKSYU student ID card with this authorization letter to HMU.
- The authorized person has to present his/her HKSYU student ID card or HKID card for verification.
- If you would like to ask the authorized person to get formal check-out done on your behalf, you may pass on your original HKSYU student ID card to her/ him. So that, HMU could obtain the value stored in your card. Otherwise, HMU will not be able to return you the lump sum stored in your student card.