Authorisation for proxy to collect my graduation documents

Who should use this form
If you do not wish to have your graduations documents posted to you, and you can’t collect them yourself, use this form to authorise someone to collect these documents on your behalf.

You must provide all information below, including signatures from both you and your proxy.

Your proxy must bring photo ID (e.g. driver’s licence, passport) when collecting your documents.

Your information (graduand)

<table>
<thead>
<tr>
<th>Student ID number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name(s):</td>
<td></td>
</tr>
<tr>
<td>Family name:</td>
<td></td>
</tr>
<tr>
<td>Award title(s):</td>
<td></td>
</tr>
</tbody>
</table>

To be signed by both graduand and proxy

I hereby authorise _______________________________________________ to act as proxy to collect my graduation documents during the collection period.

I have read the University’s statement on privacy and the purposes for which my personal information will be used (available at www.privacy.monash.edu).

Graduand’s signature: Date:
Proxy’s name:            
Proxy’s signature: Date:

Location and dates

Documents can be collected from the locations below, Monday to Friday, from 9am to 5pm

Australia – Clayton campus  Malaysia campus
Monash Connect  Student Services Counter
Campus Centre  Building C2, Level 2
21 Chancellors Walk  Monash University
Monash University

For collection dates, see receiving your documents.

The information on this form is collected for the primary purpose of providing your approval for a third party to collect your Graduation Documents on your behalf. If you choose not to complete all the fields on this form, it may not be possible for Monash University to allow your proxy to collect your Graduation Documents on your behalf. Personal information may be also be disclosed to and collected from your authorised proxy. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@monash.edu

In absentia graduation document collection proxy – Oct 2015