



AUTHORISATION FOR GHANAIAAN NATIONALS ABROAD (COURIER SERVICE)

PICKING OF CERTIFICATE

1. I hereby declare that I have authorized (*Name of the courier service provider*).....; courier services to sign and collect my degree/diploma certificate (s) on my behalf
2. I also hereby agree and undertake to pay the full cost of this transaction to the service provider indicated in 1 above;
3. I attach clearance chit from the Directorate of Finance indicating that I have been cleared of any fees including graduation fee;
4. I also hereby undertake to insulate the University from being held responsible in case of loss of the certificate (s) in transit.
5. I attach relevant page(s) of my passport to this application (Biodata and Valid VISA page)

6. NAME OF PAST STUDENT:.....
REGISTRATION NUMBER:.....
PROGRAMME OF STUDY:.....
YEAR OF ADMISSION: YEAR OF COMPLETION:
CURRENT ADDRESS:
SIGNATURE OF PAST STUDENT: DATE:

7. **DETAILS OF AUTHORISED PERSON**

NAME:
NATIONAL ID NUMBER: TYPE OF ID:
CURRENT ADDRESS.....
EMAIL..... TEL NUMBER:

8. **DETAILS OF NOTARY PUBLIC**

NAME:
NOTARY SEAL/STAMP:
ADDRESS.....
EMAIL TEL NUMBER:

9. **DETAILS OF COURIER SERVICE REPRESENTATIVE**

NAME:..... GHANA CARD NO:.....
ADDRESS:.....
E-MAIL/TEL. NUMBER:.....
SIGNATURE: DATE:

10. **OFFICE USE ONLY**

Approved ☐ Not Approved ☐ Signature:..... Date.....

NOTE: CERTIFICATES CAN ONLY BE ISSUED TO AN AUTHORIZED PERSON IF THE APPLICANT IS NOT IN THE COUNTRY