



THIRD PARTY PICK-UP FORM

Surname UBC Student Number

Given Name Middle Initial(s) Phone

Email

NOTE

- Copies of photo ID are required with this form
- This form is valid for one-time use only

INSTRUCTIONS FOR THE STUDENT

- Complete this form
- Attach photocopies of two pieces of government or UBC issued ID: i.e. UBC student card, passport, driver's licence, provincial ID, Care Card
- The name on your ID must match your name on the Student Service Centre, your cheque or documents, and this form
- Provide this form and copies of your ID to the person who you are authorizing

INSTRUCTIONS FOR THE THIRD PARTY

In order to pick up documents on behalf of the above-named student, you will be required to bring:

- A copy of this form
- Copies of the student's two pieces of ID
- Your valid government or UBC issued ID

I, _____, hereby authorize _____

(print your full name) (print name of authorized individual)

to pick up the following documents:

- | | |
|---|--|
| <input type="checkbox"/> Cheque(s) | <input type="checkbox"/> Diploma |
| <input type="checkbox"/> Interest-free documents for _____ (province) | <input type="checkbox"/> Certified copy of a diploma |
| <input type="checkbox"/> Out-of-province loan certificate from _____ (province) | <input type="checkbox"/> Confirmation of enrolment |
| <input type="checkbox"/> Transcript | <input type="checkbox"/> Irreplaceable document(s) |

I am aware that these documents may contain personal information and information about my registration.

(signature) (date)