



THIRD PARTY DOCUMENT PICKUP AUTHORIZATION FORM

First name: _____

Last name: _____

Previous names (if applicable): _____

UBC student number: _____

Email address: _____

Phone number: _____

Instructions for students:

- Attach a legible photocopy of your UBC student card or government issued photo identification (ID) (e.g. passport or driver's license)
- The name on your ID must match your documents, your name on your Workday profile and on this form

Instructions for the Third Party:

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

- A copy of this document (keep the original for your records)
- A photocopy of the student's student card or government issued photo ID
- Valid government issued photo identification verifying your identity

Bring this form along with the required documentation stated above to the Information Centre (Main Floor) in Brock Hall. Please note that this third party pickup authorization form is for one time use only.

I, _____ (print full legal name of student) hereby authorize _____ (print full legal name of third party) to pick up the

following documents (please check the box for the appropriate documents):

- Transcript
- Diploma
- Certified Copy of Diploma
- Confirmation of Enrolment Letter

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

Signature of student

Date