

AUTHORITY LETTER

**The Incharge Examinations
COMSATS University Islamabad (CUI), Lahore Campus
Defence Road off Raiwind Road, Lahore**

It is stated that I **(Student name)** s/o **(father's name)** am a graduate of CUI, Lahore campus under registration number **(your complete registration number)**. I cannot come in person to receive my degree and final transcript due to **(Please mention reason)**. Therefore, I hereby authorized Mr./Ms. **(Name and relation of person with you / Designation and department in case of Faculty Member or Officer of CUI, who will receive documents on your behalf)** to collect my original degree and final transcript on my behalf. I fully understand that the careful handling of these documents is the responsibility of the authorized person and in case of any damage, forgery or loss of these documents; the CUI will not be responsible for any compensation.

(Particular of Student)		(Particular of your authority letter holder)	
Name:		Name:	
CNIC / Passport #		CNIC / Passport #	
Address:		Address:	
Mobile. #		Mobile. #	
Signature:		Signature:	
Date:		Date:	

Witness 1		Witness 2	
Name:		Name:	
CNIC / Passport #		CNIC / Passport #	
Address:		Address:	
Mobile. #		Mobile. #	
Signature:		Signature:	
Date:		Date:	

{ Kindly attach a photocopy CNIC, passport for all signatories mentioned above }

Note:

- i) If you are in Pakistan, then kindly write/print on a stamp paper of minimum Rs. 50/-.
- ii) In case you are abroad, then kindly use E-stamp to write/print otherwise write/print it on simple page and get it attested from Pakistani Consulate / Embassy.
- iii) If you are a foreigner and sending this authorization form from abroad then kindly print the duly filled form and get it attested from the Pakistani Consulate / Embassy or concerned relevant office at your residing country.