

Letter of Authorisation

To: Kong Chian Administration Centre
Hwa Chong Institution
661 Bukit Timah Road
Singapore 269734

Student Name : _____

NRIC No : _____

Class : _____

Contact : _____

Email : _____

I hereby authorize my _____, _____, _____,
relationship to student name of authorized person NRIC of authorised person

to collect the 'A' Level Certificate and School Graduation Certificate on my behalf and complete the information below.

Country of studies : _____
Name Of University : _____
Course of studies: _____
Scholarship if any: _____

Yours sincerely

Signature of Student & Date

Note: Authorised person must bring along his/her NRIC/Passport for collection