

APPLICATION FOR CERTIFICATE PICK-UP BY PROXY

1.0 APPLICANT's DETAILS

UG STUDENT ID NUMBER: PASSPORT NUMBER:

NAME (Surname, Other names).....

CURRENT ADDRESS:

EMAILTEL. NUMBER:

2.0 PROXY's DETAILS

NAME:

NATIONAL ID NUMBER:TYPE OF ID:

CURRENT ADDRESS.....

EMAILTEL NUMBER:

3.0 NOTARY PUBLIC's DETAILS

NOTARY SEAL/STAMP	NAME & ADDRESS	TEL & EMAIL
NB: LEGAL NOTARY ONLY		

4.0 DECLARATION

I,, hereby authorise to collect my certificate on my behalf. I confirm that the information provided is accurate, and I accept that once my certificate is handed to the authorised proxy, the University of Ghana bears no further responsibility for its safekeeping.

Applicant's Signature: **Date:**

Proxy's Signature: **Date:**

5.0 Mandatory Attachments (form must be submitted with copies of the following):

- ☐ - Applicant's passport Bio page
- ☐ - Proxy's Ghana card/Passport

For Official Use only:

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

NOTE: CERTIFICATES CAN ONLY BE ISSUED TO PROXY IF THE APPLICANT IS NOT IN THE COUNTRY.