

Authorization Letter for Collection of Degree Certificate

I, _____ [Name of the Graduand], with Roll Number _____, hereby authorize _____ [Name of the Authorized Person], with ID Proof _____ [ID Proof Details], to collect my Degree Certificate on my behalf during the Graduation Day ceremony scheduled on 16.08.2026 at Chennai Campus of Amrita Vishwa Vidyapeetham.

I confirm that _____ [Name of the Authorized Person] is my representative and is authorized to receive my degree certificate. I understand that I am responsible for ensuring the authorized person's identity and legitimacy.

***Details of the Authorized Person: (Father/ Mother/Own Brother/Own Sister) ***

Name: _____

Relationship with the Graduand: _____

ID Proof: _____

***Signature of the Graduand: ***

Signature: _____ Date: _____

For Office use Only:

Recommendation of advisor and Hod :

Principal 's Signature with Seal: _____

(Please note that this format is to be filled in by graduand and to be mailed to advisor/Hod/Principal with scanned ID proof of graduand and authorized person. The hard copy of the same to be brought by authorised person and get approval of HoD and Principal on it.)