



Office of the Registrar, Athabasca University
 1 University Drive, Athabasca, AB T9S 3A3
 Toll Free in Canada/US: 1.800.788.9041
 Other: 780.675.6111, Fax: 780.675.6174
 www.athabascau.ca
 Or scan and email to:
 acrec@athabascau.ca

Letter of Authorization Form

STUDENT ID NUMBER

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By completing this form, you are authorizing another individual to conduct business with Athabasca University on your behalf. This waiver will remain in effect for up to one year from the date listed on this form. Students can identify a shorter time period, if desired. Notice will NOT be provided by AU when the waiver expires.

STUDENT BIRTHDATE

DAY		MONTH		YEAR	

General Information (please print clearly)

Student Name: _____

LAST FIRST MIDDLE

MAILING ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

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PRIMARY PHONE SECONDARY PHONE

EMAIL

This is to certify that:

LAST NAME FIRST MIDDLE

has my permission to conduct business with Athabasca University on my behalf.

MAILING ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

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PRIMARY PHONE SECONDARY PHONE

EMAIL

Authorized Person's Information (please print clearly)

The personal information collected on this form will be used to process your request for someone else to conduct business with Athabasca University on your behalf. This information is collected under the authority of section 33 (c) of *Alberta's Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the Coordinator, Academic Records and Examinations, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3. Phone: 800.788.9041.

- All services
 - Please limit to the services described below (for example; pick up transcripts, pick up learning resources, etc.)
- _____
- _____
- _____

Note: The person acting on your behalf will be asked to provide proof of identification before permission to conduct business will occur.

Student's Signature: _____

Date: _____

Authorized Person's Signature: _____

Date: _____