



THIRD PARTY PICK-UP FORM

Student Services & Financial Support
University Centre (UNC 206Z)
3333 University Way
Kelowna, BC V1V 1V7
Phone: 250.807.9100
Fax: 250.807.8070

Surname

UBC Student Number

Given Name

Initial(s)

Note: Copies of ID are required with this form

INSTRUCTIONS FOR THE STUDENT

- Complete this form.
- **Attach copies of 2 pieces of government or UBC issued identification:** i.e. UBC Student Card; Passport; Driver's Licence; Provincial ID; SIN Card; Care Card.
- Ensure that the name on your ID matches your name on the Student Service Centre.
- Provide this form and ID copies to the person who you are authorizing.

INSTRUCTIONS FOR THE THIRD PARTY

In order to pick up documents on behalf of the above-named student, you will be required to bring:

- a copy of this form and the student's ID
- your valid government or UBC issued ID

I, _____, hereby authorize _____ to pick up the following documents:
(print your full name) (print name of authorized individual)

ITEMS APPROVED FOR PICKUP

- Cheque(s)
- Interest-Free Documents for _____ province
- Out of Province Loan Certificate from _____ province

This form is valid for the following period (not longer than 12 months):

From _____ To _____
Day Month Year Day Month Year

I am aware that these documents may contain personal information and information about my registration.

(signature of student)

(date)