**申请办理毕业证明书委托书**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人姓名 |  | | | | | | 受托人姓名 | | | | | |  | | | | | | | |
| 申请人身份证号 |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |
| 受托人身份证号 |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |
| 申请人电话 |  | | | | | | 受托人电话 | | | | | |  | | | | | | | |
| 委托事项 | □代为提交毕业证明书申请材料 | | | | | | | | | | | | | | | | | | | |
| □代为领取毕业证明书 | | | | | | | | | | | | | | | | | | | |
| □其它 | | | | | | | | | | | | | | | | | | | |
| 委托事因 | 由于　　　　　　　　　　　　　等原因，不能亲自办理毕业证明书相关事宜，特委托　　　　　作为我的合法代理人，全权代表本人办理毕业证明书，委托时间自签字之日起到上述事项办完为止。 | | | | | | | | | | | | | | | | | | | |
| 申请人签名 |  | | | | | | 签名时间 | | | | | |  | | | | | | | |
| 受托人签名 |  | | | | | | 签名时间 | | | | | |  | | | | | | | |

说明：1.申请人应选择委托事项，如有其它委托可在“其它”项填写；

2.申请人应在“委托事因”栏，说明本人不能来办理毕业证明书的原因；

3.申请人和受托人提供的各项材料应真实、有效。