**申请毕业证明书委托书**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 委托人姓名 |  | | | | | | | 被委托人姓名 | | | | | |  | | | | | | |
| 委托人身份证号 |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| 被委托人身份证号 |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| 委托人电话 |  | | | | | | | 被委托人电话 | | | | | |  | | | | | | |
| 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，全权代表我办理毕业证明书，委托时间自签名之日起到上述事项办完为止。 | | | | | | | | | | | | | | | | | | | |
| 委托人签名 |  | | | | | 签名时间 | | | | |  | | | | | | | | | |
| 被委托人签名 |  | | | | | 签名时间 | | | | |  | | | | | | | | | |
| （被委托人身份证正面复印件黏贴处） | | | | | | （被委托人身份证反面复印件黏贴处） | | | | | | | | | | | | | | |

**说明**：1.委托人应选择委托事项，如有其它委托可在“其它”项填写；

2.“委托人签名”和“被委托人签名”应是本人亲笔签名；

3.被委托人提供的各项材料应是真实、有效。

4.委托人签字即表明已知晓如下情况：学校出具学历证明书后，要按照湖南省教育厅的要求，在中国高等教育学生信息网进行标注，并对注册的原学历证书标明遗失作废。