

Place:

Date:

**AUTHORIZATION LETTER**

I, Mr. /Ms. \_\_\_\_\_, a national of \_\_\_\_\_, bearing Passport No. \_\_\_\_\_, the undersigned, have applied for \_\_\_\_\_ Course for the academic year \_\_\_\_\_. I hereby authorize my friend, Mr./Ms. \_\_\_\_\_, a national of \_\_\_\_\_, bearing Passport No. \_\_\_\_\_, Visa No. \_\_\_\_\_, and ID card No. \_\_\_\_\_, the bearer of this letter, whose photo is affixed below to apply for Provisional Admission at your office on my behalf.

He is totally responsible for any problems arising in the course of my admission.

His residential address at Hyderabad (proof enclosed) is given below for your information and verification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Passport photo of the candidate with his/her signature across the photo and space provided below**

**Passport photo of the authorized person with his /her signature across the photo and space provided below**

\_\_\_\_\_  
**Signature of the applicant**

\_\_\_\_\_  
**Signature & Address of the authorized person**

**UNDERTAKING FROM THE AUTHORIZED PERSON**

I hereby undertake that I am responsible for any discrepancies arising out of the admission of Mr./ Ms. \_\_\_\_\_

**(Signature of the authorized person)**

**For Office use only:**

Verified with the email sent by the candidate.

Mr./ Ms. \_\_\_\_\_, the authorized person for the above applicant is **permitted** to apply on behalf of the candidate.

**For the Director, UFRO, O.U.**

**PLEASE FOLLOW THE FOLLOWING PROCEDURE FOR OBTAINING AUTHORIZATION LETTER\*:**

**STEP 1:**

**THE AUTHORIZED PERSON HAS TO**

- scan the enclosed format for authorization letter for admission from the mail ID of the candidate used for admission purpose.
- Send by email to the candidate.

**STEP 2:**

**THE APPLICANT HAS TO**

- download the authorization letter format.
- fill his/her details and the details of the authorized person.
- affix his/her passport size photo across the photo and in the place provided.\*\*
- scan the filled in format and send to the following emails:
  - director.ufro@gmail.com
  - email of the authorized person

**STEP 3:**

- **THE AUTHORIZED PERSON HAS TO**
  - download the filled in format sent by the applicant and fill in his/her address in the space provided in the format.
  - affix his/her passport photo and sign in the space provided.
  - bring it to the office of UFRO, O.U. for verification and approval.

**Sd/-  
DIRECTOR**

**IMPORTANT NOTE:**

1. \*The applications for provisional admission shall not be entertained without proper authorization letter from the candidate.
2. \*\*The applicant should NOT affix the photo of the authorized person. The authorized person ONLY should affix it.