**AUTHORISATION STATEMENT**

**TERMS & CONDITIONS**

**1. AUTHORISATION FORM**

If you wish to authorise someone to verificate the documents on your behalf, you must fill in and sign the below authorisation form and return it to Department of Student Affairs by the date of delivery of the documents. If you wish to email the authorisation form, please send it to deans.office@feit.ukim.edu.mk. The Ss. Cyril and Methodius University in Skopje, Faculty of electrical engineering and information technologies reserves the right not to accept email authorisations in the event that the identity of the certificate holder who sent this email is hard to prove.

**2. PAYMENT**

If documents are submitted on the Ss. Cyril and Methodius University in Skopje, Faculty of electrical engineering and information technologies, payment 50€ + bank provision per verification, is made by a bank transfer to our account. Our bank account is 160010428678814, REVENUE CODE 725939-41 at NATIONAL BANK OF THE REPUBLIC OF NORTH MACEDONIA, IBAN: MK07 1007 0100 0015 108, BIC of the bank NBRMMK2X. Our working hours are Mondays to Fridays between 10:00 – 14:00. Cancellation of orders is accepted when notice is given within the same day of the submission of the documents.

**3. DATA PROTECTION**

Faculty of electrical engineering and information technologies in Skopje keeps records of your personal information according to Data Protection legislation in force. The information shall be processed only and to the extent required for the verification of the submitted documents and for statistical reasons. Faculty of electrical engineering and information technologies in Skopje may pass this information on to **“Ss. CYRIL AND METHODIUS” UNIVERSITY IN SKOPJE** who need it to help us with the verification of your documents. By giving us information about yourself, you expressly consent to us using that information where necessary for the above purposes. You have the right to ask for the correction of any inaccuracy or the writing off of your personal information or for a copy of the information we hold on you, by contacting our office in Skopje, ul. Rugjer Boshkovik 18 PO Box 574, or by sending an email at deans.office@feit.ukim.edu.mk .

**4. POSSIBLE DELAY**

Faculty of electrical engineering and information technologies in Skopje holds no responsibility for any delay caused by the as far as the verification of the documents submitted is concerned. In the event of a delay, Department of Student Affairs will contact you and inform you of the new date.

**5. IRREGULARITIES**

Faculty of electrical engineering and information technologies in Skopje reserves the right to forward the documentation submitted to the University concerned for further analysis in the event that the document data does not correspond to the data we hold or in the event of any irregularities. In that case you will be duly notified.

I have read and understood and accept the terms and conditions specified in this agreement and I consent to the Faculty of electrical engineering and information technologies in Skopje keeping my personal information only for the verification and certification of the educational documents submitted according to the Data Protection legislation in force.

|  |  |
| --- | --- |
| Full Name : | Signature: |
|  |  |

I hereby authorise:

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| --- | --- |
| Company: |  |
| Address: |  |
| Phone: |  |
| e-mail: |  |

To receive verification of the documents mentioned above on my behalf.