

AGENT NOMINATION FORM

This form must be completed by an Authorised Representative of the University of New South Wales (UNSW) or UNSW Global to advise the University of the **new appointment** or **change in representation** for a student's application. The Student Declaration must be signed by the student named on the application and a witness who is not an employee of the Agency listed in Section B. Please note that this form must be accompanied by the most recent correspondence regarding the student's application (e.g. UNSW offer letter, conditional offer letter, application progress letter etc.).



Forms must be submitted to **studentcommissions@unsw.edu.au** before a student enrolls in a program.

SECTION A: STUDENT DETAILS

Family Name	Given Names
Date of Birth	UNSW Student ID
Program Name/s	
Program Code/s	Commencing Semester
Email	Phone

Has the student submitted an application through the Universities Admissions Centre (UAC)? _____

If yes, please provide UAC ID. _____

SECTION B: NEW AGENT DETAILS

Agency Name	Contact Person
Office Address	
Email	Phone

The following checklist assists the university in understanding the level of service provided by the new agent. Please ✓ the stages in which the new agent directly assisted the student's application.

1. Application Submission:

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2. Offer of Enrolment

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3. Acceptance of Enrolment

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4. Confirmation of Enrolment

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5. Visa Application

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SECTION C: CHANGE OF AGENT

You must complete this section if there was a previously nominated agent to manage any stage of the student's application and the nominated agent is changing to the new agent listed in Section B.

Previous Agency Name	Contact Person
Previous Agency Office Address	
Reason for Change of Agent	

SECTION D: AGENT DECLARATION

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I declare that this form has been submitted with the authority of the student identified in this application. I declare that the information provided is correct and all services that I have claimed to have provided are true. I am able to provide proof of documentation to the University to verify any information contained in this form upon request.

Counselor Signature

Date

SECTION D: STUDENT DECLARATION

I, _____ (print student name), declare that I have appointed
_____ (agent name), to act as my agent for my enrolment at UNSW/UNSW Global.

Student Signature

Date

Witness Signature

Date

