

## Adding or Changing Educational Representative Form

### Student Information

Last Name	First Name	Middle Name
Date of Birth (yyyy/mm/dd)	Gender	Student ID
Phone	Email	

### Previous Representative Information (if applicable)

Agency Name	
Phone	Email

Reasons for change to a new representative:

### New Representative Information

Agency Name			
Phone	Email		
Address			
City	Province/State	Country	Postal/Zip Code

### DECLARATION / RELEASE OF INFORMATION

I hereby certify that the information I have provided on this application form is correct and complete. I hereby certify that I have contacted my previous agent to notify them that I am now seeking representation by my new agent. I hereby authorize the new agency to act on my behalf in all matters concerning my application for admission and enrollment to University of Windsor, including but not limited to my application status, tuition and fee payment, visa application, admissions, and arrival matters. I understand and agree that the University of Windsor has no responsibility or liability for my choice of agency and it is my responsibility to inform the University of Windsor regarding the change and cancellation of my agency. I authorize the University of Windsor to release and communicate all information concerning my application, acceptance, student visa and enrollment to the Agency and their contact person listed above.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

University of Windsor has no responsibility or liability for the student's choice of agency. It is the student's responsibilities to inform the University of Windsor regarding his/her change of agency.

**NOTE: Add/Change of Educational Representative is not possible after an admission decision has been made by the University of Windsor**

#### Who should use this form?

- International students who are engaging the services of an agent after they have applied for the University of Windsor
- International students who are changing one agent to another during the application process

#### Required document to validate the authorized representation:

- Completed and signed Adding or Changing Educational Representative Form
- A copy of a valid passport of the student, showing the student's picture and signature

Please submit completed form and passport to:

International Marketing & Recruitment  
University of Windsor  
401 Sunset Avenue, ON, Canada N9B3P4  
Phone: 519-253-3000 x 3953 | Email: agent@uwindsor.ca