



ADDING OR CHANGING AGENT REPRESENTATIVE (ADMISSIONS)

1. Student details

Family name _____ ANU ID if known _____
Given names _____ ANU online application _____
Date of birth _____ UAC ID if applicable _____
Email address _____ Phone _____

2. Previous agent representative information

Name of previous agency _____ Branch location _____
Email address _____ Phone _____

Which of the following options below best describe your situation? Please select one:

1. ☐ **Add an agent representative request**
I applied directly to ANU. I am now seeking to appoint an agent representative.
2. ☐ **Change of agent representative request**
I want to remove my previous agent representative and appoint a new agent representative.
3. ☐ **Remove an agent representative request**
I no longer require an agent representative. I want to apply directly to ANU.

What is the reason for seeking a change of agent representative or removing an agent representative? Please select one:

1. ☐ Agent representative provided incorrect or misleading information.
2. ☐ Agent representative is not responsive to my requests.
3. ☐ Other (please explain): _____

3. New agent representative information

Name of new agency _____ Branch location _____
Email address _____ Phone _____

Please select the level of service(s) provided by your new agent representative

1. APPLICATION SUBMISSION	2. RECEIVING AN OFFER	3. ACCEPTANCE OF OFFER	4. CONFIRMATION OF ENROLMENT	5. VISA APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New agent's signature _____

Date _____

4. Declaration

Student's Declaration:

- 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 understand that this form replaces any previous advice I have provided regarding representation of my ANU application.
- I understand that The Australian National University (ANU) may disclose the personal information I have given in this application to both the Department of Education and Training (DET) and the Department of Immigration and Border Protection (DIBP) and that they will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS) and PRISMs.

Student's signature _____

Date _____



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THIS FORM IS NOT AN APPLICATION FOR ADMISSION

Who should use this form?

- If you are engaging the services of an agent after you have already applied, you should use this form.
 - If you are changing from one ANU agent to another during the application process, you should use this form.
- **ANU records will reflect the most recent request for representation. Do not submit multiple forms.**

Who should not use this form?

- If you have notified us on your application that you are using an agent, you should not use this form.
- If you are a current ANU student. You should not engage the services of an ANU agent; apply directly to the University for any new ANU program.

Please read these notes before completing the form.

1. You must lodge the completed form:
by email to international.admissions@anu.edu.au
2. By engaging the services of an agent you agree to forward enquiries and communication through that agent. Your agent will contact the University on your behalf. If you have enquiries about your application, you should contact your agent.
3. The outcome of your application will be sent to your agent as nominated by you. They will forward any communication from the University to you.
4. If you change your nominated agent, the University will update your application record. If you decide to return to your previous agent, or change agent representative again, you must complete a new Adding or Changing Agent Representative form. All communication will be sent to the agent most recently nominated by you. We would advise you to select your agent carefully as this will ensure communications are sent to the correct agency.
5. If you choose to change agencies, it is helpful to us to tell us why. There is a small field on the front of this form to provide information on why you are changing agents. If the space provided is not enough, please attach a document outlining your reasons.

OFFICE USE ONLY

Form received/acknowledged

SAS Officer name

Date

Entered on SAS

SAS Officer name

Date
