

Agent Notification Form

This form is to be completed **by applicants** who wish to use the services of an official University of Leicester representative.

It is to be submitted on the understanding that the representative will assist the applicant with their application, visa processing, and any related procedures such as booking accommodation, airport pick-up etc.

**Please complete your details below:**

|  |  |
| --- | --- |
| Section 1: Applicant Details | |
| Given name: |  |
| Last name: |  |
| Date of Birth (DD/MM/YYYY): |  |
| University of Leicester ID Number: |  |
| UCAS ID Number (Undergraduate): |  |
| Course(s) applied for: |  |
| Email address: |  |
| Telephone number (incl. dialling code): |  |
| Country of domicile: |  |

Please also provide the details of the representative you wish to use:

|  |  |
| --- | --- |
| Section 2: Agent Details | |
| Company name: |  |
| Name of agent assisting you: |  |
| Contact email of agent assisting you |  |
| Company full address: |  |

**Declaration:** By signing this request form you are confirming that you are the person stated in ‘Section 1: Applicant Details’ and that you authorise the company named in ‘Section 2: Agent Details’ to assist in your application process.

**Data Protection Act 1998:** Your personal data will be maintained and used for the purposes stated in the opening paragraphs of this form. By signing this form you agree that the University of Leicester will disclose your personal data to your stated representative and also to their company. You also understand that this may include the application data itself and the University of Leicester’s decision where appropriate.

|  |  |
| --- | --- |
| Section 3: Declaration | |
| Date form signed: |  |
| Print name: |  |
| Signature: |  |
|

**Submitting this form:**

**Information for applicants:** Please send this form directly to the University of Leicester by email to [intapps@leicester.ac.uk](mailto:intapps@leicester.ac.uk)**.**

Alternatively, your representative can submit the form by email to [intapps@le.ac.uk](mailto:intapps@le.ac.uk) together with email correspondence between you and your representative confirming you wish them to represent you. When this form has been processed, you will receive notification by being copied into an email from [intapps@leicester.ac.uk](mailto:intapps@leicester.ac.uk). If you do not recognise the agent in the email or do not wish to be represented by them you must notify [intapps@leicester.ac.uk](mailto:intapps@leicester.ac.uk) immediately.

**Information for agents:** This request form **must** be sent to the University of Leicester, alongside any other requested documentation, within 3 days of the applicant’s application being submitted.