International Office The University of Waikato Private Bag 3105 Hamilton, New Zealand

www.waikato.ac.nz agency@waikato.ac.nz



Agent Appointment Declaration Form

All information in this form must be completed by the student who is requesting to:

- 1. Appoint an agent to place or continue application, or
- 2. Change their appointed agent.

This form must be <u>submitted by the student directly</u> to <u>agency@waikato.ac.nz</u> or a Waikato Regional Manager/Regional Lead. The relevant University of Waikato staff will then make an assessment on the information provided after which the decision will be communicated back to all concerned parties (education agent(s) and the student).

Students are permitted to change agents <u>only once.</u> Any requests to change agents beyond this will be **denied** (with the exception of unsuccessful visa applications) and the student must continue with their current agent.

Section A: APPLICANT DETAILS		
Name of the applicant:		
Waikato student ID:		
Applicant date of birth:/		
Declaration date:/		
Qualification name		
Section B: APPLICANT REASON		
1. Appoint agent to place or continue my application \square suggested by Waikato staff, or		
other, please specify below.		
2. Change appointed agent due to \square poor service from existing agent, please provide details, or		
other, please specify below.		
Please provide a detailed reason:		

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Section C: AGENT DETAILS		
Full name of the new agency:		
Best contact email address of the new agency:		
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Have you notified the existing agent? Yes \square No \square Not Applicable \square		
Section D: APPLICANT DECLARATION		
I (applicant name)_	_wish to appoint the	
services of agency	_ to acting on my	
behalf for the application process of (qualification name)		
at the University of Waikato.		
Applicant signature:		
Parent/Guardian's signature:		
(If the prospective student is <u>under 18 years old</u> when signing this form then the Parent/Guardian of the prospective		
student must also agree and sign)		
Date (dd/mm/yy):		

In signing the agreement both parties declare that all information is true and correct. The agent appointment declaration form must be signed and dated at the time the applicant appoints the agency. Failure to return this form to International Office in a timely fashion may result in the agency appointment being denied.

Please also note that if the newly requested agent is not a current recruitment partner of the University of Waikato, the appointment application will be considered after the completion of the university's agent application process.

Please email fully completed form to: agency@waikato.ac.nz or a Waikato Regional Manager/Regional Lead.