 **Applicant - Agent Consent Form**

**FAO International Recruitment and Partnerships Team, University of Westminster**

Dear International Recruitment and Partnerships Team

**AUTHORISATION FOR (agent name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, located in (City)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to support me with my application to study at the University of Westminster.**

|  |  |
| --- | --- |
| **The reason I am authorising the agent is:** | *please tick ONE*  |
| I applied directly to the University of Westminster but now wish to authorise the above named agent to assist me. |  |
| I applied with the assistance of a different agent but now wish to authorise the above named agent to assist me. *The name of the previous agent was:* ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |

|  |  |
| --- | --- |
| **The authorised agent will be assisting me with:** | *please tick all that apply* |
| Accepting my offer and enrolling |  |
| Making payment for my deposit or tuition fees to the University |  |
| Applying for the CAS and a visa in my home country |  |
| Applying for accommodation |  |

You may be aware new data protection rules came into force in May 2018. To make sure we are meeting the new requirements, we need to ensure that you have given full consent for the agent named in this authorisation form to act on your behalf. In order to do this please can you (the applicant) **complete and sign page 2**.

***What data will be collected?***

*Data shared between the University of Westminster and your Agent may include your name, date of birth, academic qualifications, employment status, birth certificate, passport, immigration history and financial documents (required as part of your CAS/visa application, if relevant). Only data required for the process of admission to the University will be required or shared.*

***Data Controller and collection***

*Any data you or your Agent provide will be used to process your application to the University of Westminster. Your information will not be used for any other purpose. The organisation responsible for looking after your personal data (Data Controller) is the University of Westminster. You and your Agent will be responsible for collecting data and passing it on to the University of Westminster. All data will be processed and stored in accordance with our* [*Data Protection Policy*](https://www.westminster.ac.uk/about-us/our-university/corporate-information/information-compliance-records-management-and-information-security/personal-data-protection)

***Sharing your data***

*Your data will be shared with the Agent and the University of Westminster’s International recruitment and admissions teams. Your data will not be shared with any third party apart from the Agent, as per your consent on Page 2. If you are not happy with the way your data is being handled, you have the right to complain to the Information Commissioner’s Office.*



**Consent for the University of Westminster to communicate with a nominated agent on an applicant’s behalf.**

|  |  |
| --- | --- |
| **To Be Completed by the Applicant**  | *tick below* |
| I confirm I am interested in applying, or have applied, to the University of Westminster and am receiving advice and assistance from \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ (insert Agent name above) |  |
| I consent for the Agent to act on my behalf, including in the submission of applications, communicating about my application directly with the university, and the signing of application declarations where required. |  |
| If the University of Westminster provides me with an offer(s) of study, which I confirm I would like to accept, I consent for the Agent to accept this offer of study through the Applicant Portal. I understand that the acceptance of an offer of study will enter me into a Student Contract with the University. |  |
| I consent for the Agent to be copied in to communications between the University and myself. |  |
| I have read and understand the contents of this form and hereby agree for the sharing of my application and personal details (including financial documents when required) between the Agent and the University of Westminster, for the purposes of admission to the University and to assist in any CAS/visa application (if relevant). |  |

Applicant full name (capital letters): \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Applicant course: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Applicant/Student ID number (8 digit or UCAS): \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Applicant signature: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Date: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**Please note** that you (the applicant) has the right to withdraw consent at any time. To do this please contact **dpa@westminster.ac.uk**. For further information on your rights and how the University manages personal data please see our website: [www.westminster.ac.uk/about-us/our-university/corporate-information/information-compliance-records-management-and-information-security](http://www.westminster.ac.uk/about-us/our-university/corporate-information/information-compliance-records-management-and-information-security)

This form will need to be submitted by your agent on your behalf and sent to the **nominated point of contact within the University of Westminster** International Recruitment and Partnerships Team.