

Education Agent Nomination and Authorisation

You must complete this form if you have appointed a University of Melbourne education agent to assist you with your application to the University of Melbourne. The form MUST BE COMPLETED BY THE APPLICANT and not the education agent.

By completing this form you are:

- Authorising the education agent nominated in SECTION B to act on your behalf for this eApplication; and
- Agreeing to information relevant to your application, visa and admission being released to the education agent. Your education agent will be included in all correspondence regarding the progress of your application.

Before completing this form, review and note the information and any restrictions outlined at <https://study.unimelb.edu.au/how-to-apply/find-an-overseas-representative>

If you have already authorised an education agent to manage your application and are changing to another education agent, you will be required to provide further information including the reasons for changing agents in SECTION C.

SECTION A: STUDENT DETAILS

UoM Student ID Number (if known)	
Date of Birth	
Given Name	
Family Name	
Email address (your personal email)	

SECTION B: AGENT DETAILS

The University of Melbourne Education Agent you are authorising to act on your behalf.

Agent Company Name	
Agent Office (City)	
Agent Office (Country)	
Counsellor's Name and Email	

Note that you can only use a University of Melbourne education agent listed in your country¹

Please tick one of the following options that best describes your circumstance.

- ☐ I am living, working and/or studying in the country where the education agent is located.
- ☐ Other (please explain):

¹ See the education agents listed for your country at: <https://study.unimelb.edu.au/how-to-apply/find-an-overseas-representative>

SECTION C: CHANGE OF AGENT

If you have already authorised an education agent to manage your application and are changing to another education agent:

- You must complete this section, and
- Provide details of the University of Melbourne Education Agent you previously authorised.

Previous Agent Company Name	
Previous Agent Office (City)	
Previous Agent Office (Country)	
Date you first authorised this agent	

Why are you changing agent? Do any of the following apply?

Please select one of the following options that best describes your circumstance.

- ☐ I have moved and the new agent is in a more convenient location. Please provide your new address:

- ☐ I am not satisfied with the service provided by my previous agent. Please specify:

- ☐ Other (please explain):

Confirmation that you are withdrawing your authorisation for the previous agent to act on your behalf.

- ☐ I confirm withdrawal of my authorisation for the agent shown in SECTION C to act on my behalf.

Please note that this change of agent is subject to approval, and that subject to approval, the agent shown in SECTION C will be notified in writing that you have withdrawn your authorisation. They will not be included in any further correspondence about the progress of your application.

*Once the change of agent is approved, **your login and password for eApplication will also be reset with new password being sent to your personal email address on this form.***

SECTION D: DECLARATION

1. I have completed the Education Agent Nomination and Authorisation form myself.
2. I authorise the education agent shown in Section B to represent me in all dealings with the University of Melbourne regarding my application.
3. I acknowledge that the University of Melbourne reserves the right to reject this request for the education agent to act my behalf.

Applicant's signature	
Parent's/Guardian's signature (if applicant is under 18 years old)	
Date	

HOW TO SUBMIT THIS FORM

Upload this form to your course application in the eApplication system under the **Requirement – Appointment of authorised representative**. If you have trouble uploading the document, you can email this form to your nominated agent.