# ADDING OR CHANGING AGENT REPRESENTATIVE (ADMISSIONS)

**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.

**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.

## 1. Student details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Given names</td>
<td></td>
</tr>
<tr>
<td>ANU ID if known</td>
<td></td>
</tr>
<tr>
<td>ANU online application</td>
<td></td>
</tr>
<tr>
<td>UAC ID if applicable</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Mailing address</td>
<td></td>
</tr>
<tr>
<td>number &amp; street</td>
<td></td>
</tr>
<tr>
<td>suburb/town</td>
<td></td>
</tr>
<tr>
<td>state/province</td>
<td></td>
</tr>
<tr>
<td>postal code</td>
<td></td>
</tr>
<tr>
<td>country</td>
<td></td>
</tr>
</tbody>
</table>

## 3. 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 Innovation, Industry, Science and Research and Tertiary Education (DIISRTE) and the Department of Immigration and Citizenship (DIAC) and that they will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS) and PRISMs.

## Office Use Only

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form received/acknowledged</td>
<td></td>
</tr>
<tr>
<td>Entered on HRSA</td>
<td></td>
</tr>
</tbody>
</table>

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**Admissions Office**  
**Student Administration & Systems**  
**Division of Registrar and Student Services**  
**Student Exchange (Building X-005)**  
**The Australian National University**  
**Canberra ACT 0200 Australia**  
**drss.anu.edu.au**  
**SAS 70 17-02-12**  
**E: admissions@anu.edu.au**  
**T: +61 2 6125 5594**  
**F: +61 2 6125 0751**  
**CRICOS Provider Number: 00120C**
Please read these notes before completing the form.

1. You must lodge the completed form:
   - in person at the
     Student Exchange in Building X-005
     121 Marcus Clarke Street (Entry via Childers Street)
   - or
   - by mail to
     Admissions Office, Registrar & Student Services
     Building X-005
     ANU ACT 0200 Australia
   - or
   - by fax to: +61 2 6125 0751
   - or
   - by email to admission@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.