



Notification of Use of Services of a Recognised University of Sheffield Recruitment Agent

Please complete in BLOCK CAPITALS

Name of agency		
Branch office (if applicable)		
Your name	First Name	Family Name
Your date of birth		
Your email		
Applicant's ID or UCAS no.		

When did you first start using the services of this agency?
<p>Please describe the help the agent has given you with your application (TICK ONE ONLY):</p> <input type="checkbox"/> Both application submission and post-application support (e.g., visa, accommodation) <input type="checkbox"/> Only post-application support (e.g., visa, accommodation)
If you used a different agency to help with your initial application, please write the name of the company here (and the reason for no longer using their services):
<p>For postgraduate students only - please tick your preference (TICK ONE ONLY):</p> <input type="checkbox"/> Please move my application to the agency's online portal. I understand that this means I will no longer have direct access to my application and my agent will receive email correspondence relating to my application. I understand I will need to liaise with my agent who will manage my application on my behalf. OR <input type="checkbox"/> I prefer to retain access to my online application and take the necessary actions myself.

Student declaration:

By signing and submitting this form you agree that the above-named agency is authorised to access data relating to your application, can receive communications about your application and can act on your behalf in matters relating to your application.

Signed:	Print name:	Date:
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Agent declaration:

By signing and submitting this form, you confirm that the student who wishes to make use of your services has filled out this form.

Signed:	Print name:	Date:
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