



NTU Online Agent Nomination Form – Quick Guide

This is a guide for Applicants when submitting their online agent nomination form (ANF). After submitting the form, the Applicant and the Agent will be informed by email if further information is required and/or when tagging has been completed.

1. For an Agent to be linked or tagged to an application, the Applicant needs to complete all sections of our new [online agent nomination form](#). We have a page that lists our [NTU-approved education counsellors](#) on our NTU International website.

2. Take care to declare the information on the form. There are required fields (*) in each section:

Applicant Details: NTU ID, UCAS Personal ID, and the email you used for your application(s).

New Agent Details: Confirm the company name of the agent, and how they supported you.

Data Protection: Confirm your agreement to NTU's Privacy Notice and that you have understood the data protection policy of the Agent personal data with NTU by ticking the 2 boxes.

Student Declaration: Enter the nominated agent's or counsellor's name and email, confirm your full name and the date you are completing the form.

3. Final step is to **Submit**: By clicking submit, you consent that NTU will use the information provided to proceed with the agent nomination request. The ANF is subject to NTU's verification process. You will receive another email with further instructions on the 'next step'. Please check your junk or spam folder(s) and add @ntu.ac.uk to your safe senders list.

4. The Applicant will receive an email from agents@ntu.ac.uk to upload a scanned copy of passport (for identity verification) to a secure location or private folder. UCAS applicants can also add a copy of the full UCAS application. The document(s) will be used to match up to a valid application record (if found) and then deleted in line with NTU's data protection regulations.

Important – To fully complete the process, you will need to upload the required document(s) to the private folder via a link provided in the email stated in point 4 above. **Note:** The link will expire within 5 days. If you do not complete this step, we cannot process your request. You may need to submit a new online form to receive a new valid link to upload your details.

Important – When information has not been fully declared or if no application can be found on our NTU systems, tagging requests may take longer to review and process. After submitting the online form, do not email agents@ntu.ac.uk or cc other NTU mailboxes, as this creates unnecessary duplication for our colleagues. We will contact you if further information is required.