



Change of Agent Notification Form

This form is to be used to notify the University of Newcastle of your intention to change representative agents. Kindly include all information on this form and send completed form to International Admissions at ia@newcastle.edu.au. Please note, this form must be sent by the student signatory making the declaration in order to be considered.

SECTION 1 – PERSONAL INFORMATION

Student Name		Student ID	
Program of Study			

SECTION 2 – PREVIOUS AGENT DETAILS

Agent Name	
Agent Address	
Country	

Have you informed the agent detailed in Section 2 that you no longer wish to be represented by them? Yes No

Note: It is strongly recommended that you notify your previous agent on your intention to no longer be represented by them.

SECTION 3 – NEW AGENT DETAILS

Counsellor Name	
Counsellor Email address	
Agency Branch	
Agency Name & Address	
Country	

SECTION 4 – REASON FOR CHANGE IN AGENT

Please detail the reason(s) why you desire a change representative agent	
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SECTION 5 – DECLARATION AND ACKNOWLEDGEMENT

By signing this declaration, I authorise the University of Newcastle to:

1. Cease all communication regarding my application to the agent whose details have been mentioned in Section 2.
2. Send all correspondence in relation to my application to the agent whose details have been mentioned in Section 3.
3. Use this form to resolve any disputes that may arise between representative agents whose details have been mentioned on this form.

I acknowledge that I have been advised by the University to notify my previous agent about my intention to no longer be represented by them.

Student Signature:

Date:

Send completed form to ia@newcastle.edu.au