

UTS - AGENT CHECKLIST FOR SUBMITTING APPLICATIONS

APPLICATION FORM

- ☒ Completed all sections of application form
- ☒ Students personal address/email address/Mobile Number
- ☒ Nominated a major on application form if course requires a major
(Refer to UTS course guides or website to confirm if major is required)
- ☒ Completed and signed application form OR Agent Authorisation form:
 - ☒ Completed Name of Agency AND Name of the Counsellor on Agent Authorisation form
 - ☒ Signature of Student on application form or Agent Authorisation form
- ☒ Certified copy of the PASSPORT

APPLICATION DOCUMENTS

Correctly certified copies of the following documents at time of submission of the application:

- ☒ All documents certified with company stamp and counsellors signature
- ☒ All individual semester/year result sheets including failed attempts
- ☐ Official Letter confirming fails/backlogs (if individual mark sheets cannot be provided or if you are submitting a consolidated academic transcript)
 - Letter must be on the official letterhead issued by the Registrar/Principal of the College or University. The letter must state that there were no fails or if there are fails must include name of subject, number of attempts and marks achieved for each attempt.
- ☐ Statement of completion clearly indicating that they are eligible to be awarded the degree and their overall class of award achieved (if available)
- ☒ English language proficiency test (if available)
- ☐ Other supporting documents required for courses with additional admission requirements. Refer to course guides or UTS website
- ☐ Certified copy of official Work experience letter (the letter must be on official company letterhead clearly stating the dates of employment and duties undertaken) (if required)
- ☐ Portfolio- CD format/PDF or applicant website link (if required)
- ☐ Personal statement, supplementary form, research proposal (if required)