

## **UB International Admissions: Agent / Advisor Processing Instructions & Cover Sheet**

**What is Agent / Advisor Processing?** Although we encourage students to apply on their own, we realize that some students do use educational agents / advisors. This can be confusing for our International Admissions office because we are not sure if we are communicating directly with the student or with someone on his/her behalf and there can be miscommunication. We have established a new Agent / Advisor Process and have appointed one dedicated staff (Ms. Rebecca ZHOU) who will assist agents and their students through the process. There's no special cost for Agent / Advisor Processing, but we do ask that all of the procedures are followed.

**Who can use Agent / Advisor Processing?** Any legitimate Educational Agent / Advisor / Counselor who is assisting the applicant and submitting the application on behalf of the applicant. The Educational Agent / Advisor must complete the agreement form below. We require both the Agent / Advisor's contact information and the student's personal contact information. When the application packet is received from an Agent / Advisor, our staff will contact you (the agent / advisor) and provide you with a telephone number and an e-mail at which she can be contacted.

**Agreement Statement:**

The Educational Agent / Advisor / Counselor agrees to represent the University at Buffalo honestly to the student and to always keep the best interests of the student foremost. The University at Buffalo does not pay commission fees. All payment arrangements for educational advising and assistance are between the Agent / Advisor and the student. The Agent / Advisor may not charge the student a fee for the UB Application Form; the application form itself is FREE. The Application Processing Fee (submitted to the University with the application) is USD \$40. The Agent / Advisor may not collect tuition fees on behalf of the student; tuition and university fees are payable only AFTER the student arrives on campus and are payable directly to the university.

## **Agent / Advisor and Student / Applicant Agreement Form**

Both the Agent / Advisor and the student must acknowledge and agree to the above Agreement Statement and provide the requested information below. By signing below (and on the application form), the student agrees to release application and decision information to the Agent / Advisor and grants permission for the University at Buffalo to communicate with the Agent / Advisor on the student's behalf.

### **AGENT / ADVISOR / COUNSELOR**

### **STUDENT / APPLICANT**

Agent / Advisor / Counselor's Name:

Student's Name:

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Company Name:

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Company Address:

Student's Home Address:

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Agent Telephone Number:

Student's Personal Telephone Number:

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Agent Personal E-Mail:

Student's Personal E-Mail:

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Agent E-Mail Used for this Student:

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Agent Signature Agreeing to Above Statement:

Student Signature Acknowledging Above Statement:

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## Agent / Advisor Processing Checklist

Print this three-page Agent / Advisor Processing Form / Checklist and check (  ) the boxes for each item in the list below that you will include in a single packet. Place this form (with the checked boxes) on the **top** of all of your documents and mail everything in one single packet to the address below.

ITEM	INCLUDED with this packet	NOT INCLUDED with this packet; will be sent later
(1) This Agent / Advisor Processing Form Cover Sheet. <b>[REQUIRED]</b>	<input type="checkbox"/>	<input type="checkbox"/>
(2) UB International Application Form (fully completed and signed) with application fee check attached or valid credit card information provided in the application. If you are using the SUNY online application form or the Common Application, please print the completed online application screens and submit them in the packet. The application fee cannot be waived. <b>[REQUIRED]</b>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Official academic transcripts, mark sheets, exam certificates (such as 'O' levels, 'A' levels, SSC / HSC exam results), etc. for <b>all</b> postsecondary course work (whether completed or not – omit nothing). Originals or copies certified by the issuing school / board are preferred; transcripts should be submitted in sealed school envelopes; copies of exam results if certified by the issuing board or your school principal/headmaster can be submitted. If you do not have the originals or certified copies, submit whatever copies you have for a preliminary/provisional review. <b>[REQUIRED]</b>	<input type="checkbox"/>	<input type="checkbox"/>
(4) TOEFL / IELTS score report (original score report or a clear photocopy). <b>[REQUIRED]</b>	<input type="checkbox"/>	<input type="checkbox"/>
(5) SAT I score report (optional – recommended; original or a clear photocopy). <b>[OPTIONAL]</b>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Personal Essay (“Why I Want to Study at UB: My Dreams and Goals” or a related topic). <b>[REQUIRED]</b>	<input type="checkbox"/>	<input type="checkbox"/>
(7) Teacher Recommendation (one minimum). <b>[REQUIRED]</b>	<input type="checkbox"/>	<input type="checkbox"/>
(8) Copy of passport biographical page (submit with application if available; must be submitted for I-20 to be issued)	<input type="checkbox"/>	<input type="checkbox"/>
(9) UB Financial Form (can be submitted later after admission decision is announced)	<input type="checkbox"/>	<input type="checkbox"/>
(10) Bank Statement (can be submitted later after admission decision is announced)	<input type="checkbox"/>	<input type="checkbox"/>
(11) Any other documents (but please do not submit portfolios or discs unless specifically requested)	<input type="checkbox"/>	<input type="checkbox"/>

Mail the completed Agreement Form and all of the above checklist items to:

University at Buffalo  
International Admissions Office – AGENT / ADVISOR PROCESSING  
411 Capen Hall  
Buffalo, NY 14260 USA