**Application Guidelines for Agents**

**Please ensure that all information provided within all applications is correct**

It is vital that all information provided within students’ applications is correct. Please double check this information before submitting applications. If you notice that there is a mistake on an application which has already been submitted, please inform us of this as soon as possible.

**Please submit all postgraduate applications online, via the Cardiff University website**

This will ensure that the student’s application record is created as quickly as possible, in order for it to be considered by the appropriate admissions tutor. You will then also receive a Cardiff University student number for the student and can code the student to your agency at the point of application.

**Please code student applications correctly**

**UG** - Submit application via UCAS.

Include student’s direct contact email address.

 Send a stamped copy of the UCAS application summary page to Agents@cf.ac.uk

**PG** – Submit application via Cardiff University website:

 <http://www.cardiff.ac.uk/regis/general/applyonline/selectaschool.html>

 Include student’s direct contact email address.

 Ensure that correct agent code is selected in drop down menu within the application form.

 Make a note of the Cardiff University student number and quote this in all correspondence

 regarding the student’s application.

In some cases, students can be coded by sending an authority letter, signed by the student, as long as the student is not already coded to a different agent. Please use the template authority letter on page 2 of this document.

Please ensure that the following details are input to the ‘Contact details’ section of the application form:

Home Details – The student’s direct (personal) email address/contact details

Correspondence Details – Your agency email address/contact details

Although we will always send information to the agent address throughout the cycle, it is also very important that we are able to contact all students directly.

**Please submit all supporting documents by uploading them within SIMS online**

Once you have received a username and password for a student, it is important that you upload all supporting documents to the correct section within SIMS online. This will ensure that the documents are verified and processed as quickly as possible. Please do not upload any academic or English language documents to the miscellaneous section and please ensure that they are uploaded to the corresponding qualification in the SIMS online list.

**Please contact the International Office, only, with any query or problem that you may have**

It is very important that agents contact the International Office, in order to ensure that a response is received as quickly as possible and to provide the fastest and most efficient service to you. We aim to reply to all emails received by the InterAdvisor@cf.ac.uk email account within 24 hours.