

## **Post-Application Agent Authorisation & Tagging Request Form**

Important information:

This form must be completed and submitted by a contracted GSA international agent where an applicant has already submitted an application and wishes to request that the agent be considered for tagging to their record. The applicant's signature provides authorisation for GSA to review the request and share application-related information with the named agent.

Submission of this form constitutes a request only and does not guarantee agent tagging. GSA operates a one-applicant, one-agent model, and tagging is confirmed only once written approval has been issued by GSA. Agents must not assume access to applicant information or eligibility for commission until confirmation has been received.

Additional supporting evidence may be required in line with GSA's Agent Tagging Process.

Returning This Form

The completed form must be submitted by the contracted agent to: [agent-tagging@gsa.ac.uk](mailto:agent-tagging@gsa.ac.uk) with Subject line: Agent Tagging Request – [Applicant Name] – [Application ID]

GSA may request additional supporting evidence of agent engagement where required for compliance purposes. GSA may request additional supporting evidence of agent engagement where required for compliance purposes.

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### **1. Student Details**

- Full Name (as on application): \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- UCAS Personal ID (if applicable) \_\_\_\_\_
- Email Used in Application: \_\_\_\_\_

### **2. International Agent Details**

- Agency Name: \_\_\_\_\_
- Agent Representative name: \_\_\_\_\_
- Agency Email: \_\_\_\_\_
- Agency Telephone: \_\_\_\_\_

- Country of Agency: \_\_\_\_\_
- Agency branch details: \_\_\_\_\_
- Branch name/office location: \_\_\_\_\_
- Branch city/country: \_\_\_\_\_
- Branch email (if different): \_\_\_\_\_

### 3. Student Consent & Declaration

#### Student Consent & Declaration

I, \_\_\_\_\_, request that The Glasgow School of Art (GSA) consider tagging the above-named agent to my application and confirm that:

I have chosen this agent to support me in relation to my GSA application and authorise GSA to share application-related information with them.

The agent has provided guidance or support in relation to my application (e.g. counselling, portfolio advice or application preparation).

I understand that requests to remove or change an agent will be reviewed by GSA in line with its Agent Tagging and Switching Policy.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 4. Agent Acknowledgement

We, the undersigned contracted agent, confirm that:

We have been authorised by the applicant to request consideration for agent tagging to their GSA application. Submission of this form constitutes a request only and does not guarantee agent tagging. Tagging is confirmed only once written approval has been issued by GSA.

We understand that only one contracted agent may be associated with an applicant at any time and that GSA reserves the right to determine tagging eligibility where multiple requests are received. We acknowledge that commission eligibility is subject to GSA's agent agreement and tagging policy and applies only where formal confirmation of tagging has been provided prior to CAS preparation. We agree to act ethically and in accordance with GSA's agent agreement, including applicable data protection and professional conduct requirements

Agent Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_