

Agent Tagging Process – Guidance for Agents (April 2026)

Purpose

This guidance explains how and when education agents must be declared or tagged to student applications at The Glasgow School of Art (GSA). It ensures a transparent process for agent recognition and commission eligibility, in line with UKVI Sponsor requirements and the UK Agent Quality Framework (AQF).

This process applies to all undergraduate (UCAS) and postgraduate (direct) applications submitted for GSA programmes, including the International Foundation Programme and Graduate Diploma.

Effective From: Monday 27th April 2026

This guidance applies to applications submitted from this date onwards. Agent tagging requests submitted prior to this date will continue to be handled under the previous (April 2025) tagging process.

Declaring an Agent at Application Stage

Postgraduate Applications

For postgraduate applications submitted directly to GSA, the applicant or agent must select the correct agency name from the drop-down list on the application form. This records the agent against the application automatically.

Agents should ensure the correct agency is selected at the time of submission.

Undergraduate Applications (UCAS)

UCAS does not provide a dedicated field for recording agent details on applications submitted directly by applicants.

For all undergraduate UCAS applications where an education agent has supported the applicant, agent representation must be confirmed using the GSA Post-Application Agent Authorisation & Tagging Request Form. The form must be completed and submitted by the contracted agent and signed by the applicant.

This requirement applies to all UCAS applications supported by agents and is not limited to late or post-submission requests.

Where an undergraduate application is submitted by a UCAS Registered Centre, the centre relationship recorded within UCAS will be accepted as confirmation of agent representation and no additional tagging form is required.

Post-Application Agent Tagging

If an agent was not declared at the point of application, post-application tagging may be considered during the active admissions phase and **must be requested before a CAS is issued**.

For undergraduate UCAS applications supported by agents, submission of the GSA Post-Application Agent Authorisation & Tagging Request Form is required regardless of application stage, provided the request is made before a CAS is issued.

Post-application tagging requests will not be considered after a CAS has been issued.

How to Submit a Post-Application Tagging Request

All tagging requests must be submitted by the contracted agent to **agent-tagging@gsa.ac.uk** using the approved GSA Post-Application Agent Authorisation & Tagging Request Form.

Requests must include a completed and signed Post – Application Agent Authorisation & Tagging Request Form (signed by both the applicant and the agent).

The signed form will normally be accepted as sufficient evidence of representation. Additional information may be requested by GSA where required.

Incomplete requests cannot be reviewed.

Post – Application Tagging Confirmation and Commission Eligibility

Post - Application Agent tagging is not confirmed until written confirmation is issued by GSA. Until written confirmation of successful agent tagging is provided, GSA will not communicate with the agent on behalf of the applicant, and commission will not be payable.

To be eligible for commission, post - application agent tagging must be confirmed by GSA prior to CAS issuance. Commission claims will not be accepted for enrolments where post - application tagging was not confirmed before CAS issuance.

Agents Supporting Students After CAS

Students may choose to engage an education agent to support their visa application after a CAS has been issued. Please note that this support does not require agent tagging and does not create or transfer any entitlement to commission.

Agent Switching

If a student no longer wishes to work with their current contracted agent and seeks support from another GSA-contracted agent, this may be considered on a case-by-case basis and only in limited circumstances.

Agent switching is not permitted after CAS issuance.

Key Responsibilities for Agents

Agents are responsible for:

Ensuring applications are correctly tagged.

Submitting post-application tagging requests promptly where required.

Checking you have received confirmation of tagging from GSA.

Understanding that commission is only payable where tagging has been confirmed prior to CAS issuance.