



Application tagging process and digital education agency notice and consent form submission.

Part 1

When submitting a BU application, please follow the instructions below to complete the tagging process and provide digital consent.

- (a) Once an agent has been selected on the application form, the applicant or education agent will be prompted to complete the below declaration. Please note that the applicant or the education agent cannot proceed to the next steps of the application stage without completing this declaration.

International Representative details

If you are being assisted in your application by an International Representative, please select them from the list of approved BU International Representative below. Please note that we will correspond with an official BU international representative on matters relating to your application, where you have an agreement with the representative that provides for them to give and receive information on your behalf.

International Representative

Agent email address

Please select from the drop down list below to confirm that consent has been given for international representation. Please confirm that you are either:

- The applicant, and I have read and agree to the statements contained in Parts 1 and 3 of the [Education Agency Notice and Consent Form](#). I understand that BU will send updates on my application status to my education agency; or
- The educational consultant with authority to submit this application for the applicant. I confirm that the applicant has agreed in writing to the statements contained in Parts 1 and 3 of the [Education Agency Notice and Consent Form](#) (the "Form"). On request, I will promptly provide BU with evidence that the applicant has received a copy of the Form and has agreed to these statements.

An application can not be placed until consent is given by whoever is making this application

* I confirm consent has been given. I am:

-- Please select --
-- Please select --
The Applicant
The Education Consultant (Agent)

Previous

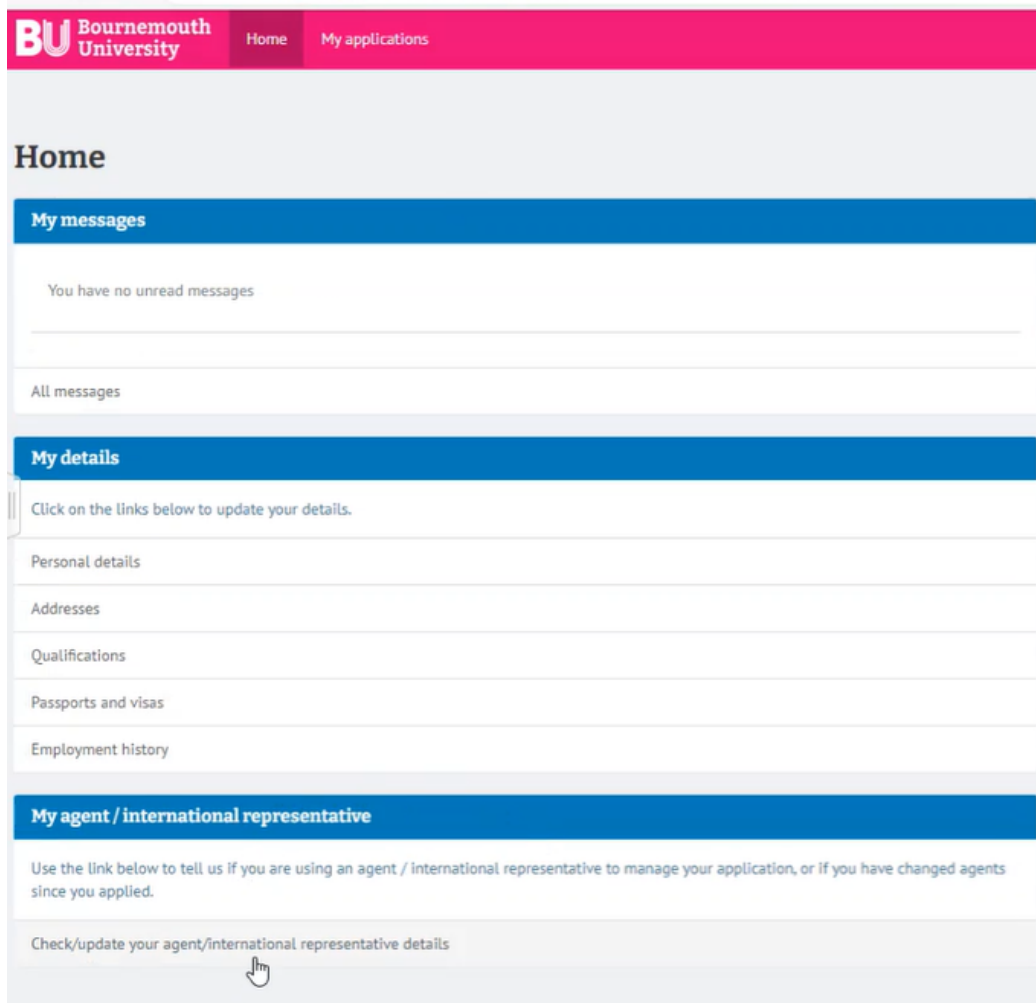
Exit

Next

Part 2

Please follow the instructions below for UCAS applications or for post application tagging requests.

- (a) Applicants or education agents should now use the new agent functionality on myHub to tag their UCAS application once access has been given instead of submitting a request to the BU international inbox.
- (b) This action should also be completed as soon as any support is being provided by an education agent post application stage, e.g., a direct applicant seeking help from an agency after they have submitted their application on their own.



The screenshot displays the Bournemouth University myHub interface. At the top, there is a pink navigation bar with the BU logo and the text 'Bournemouth University'. To the right of the logo are two navigation links: 'Home' and 'My applications'. Below the navigation bar, the main content area is titled 'Home'. The first section is 'My messages', which contains the text 'You have no unread messages' and a link for 'All messages'. The second section is 'My details', which includes the instruction 'Click on the links below to update your details.' and a list of links: 'Personal details', 'Addresses', 'Qualifications', 'Passports and visas', and 'Employment history'. The third section is 'My agent / international representative', which contains the text 'Use the link below to tell us if you are using an agent / international representative to manage your application, or if you have changed agents since you applied.' and a link 'Check/update your agent/international representative details' with a mouse cursor pointing to it.

- (c) Once the applicant or the education agent has clicked on check/update your agent, select the **relevant** application, and click on **'Add an agent to this application'**.



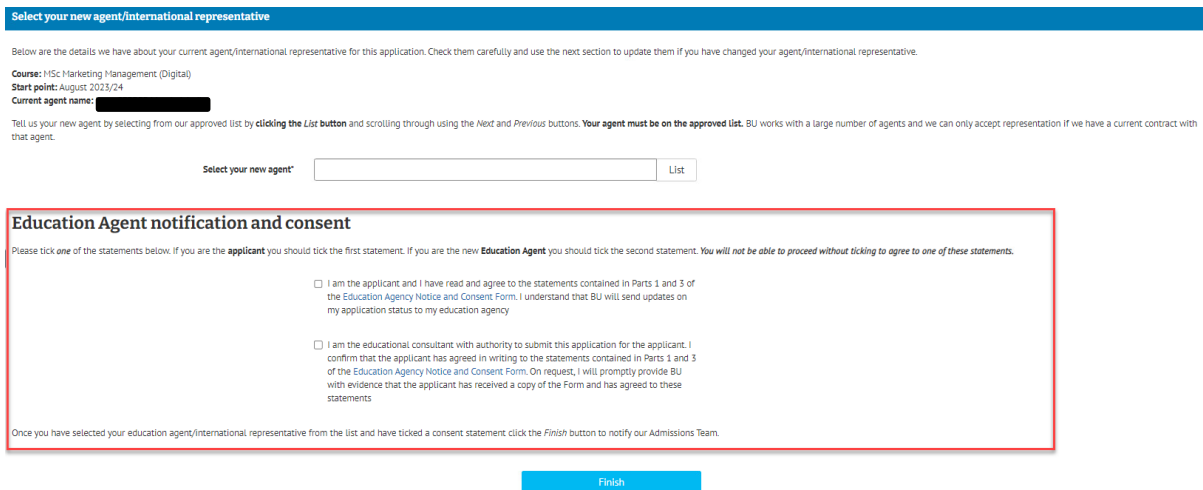
My Agent details

Use this screen to inform us of a new Agent/International representative responsible for managing your application(s).

Your current applications

Course	Start Point	Decision	Response	Current Agent Details	Action
MSc Management with Business Analytics	January 2024 Bournemouth University Lansdowne Campus	Decision pending	No response	No agent recorded	Add an agent to this application

- (d) The applicant or education agent will be prompted to select their agency from a list before digitally completing the education agent notice and consent form. Please note that the tagging process cannot be completed without this section.



Select your new agent/international representative

Below are the details we have about your current agent/international representative for this application. Check them carefully and use the next section to update them if you have changed your agent/international representative.

Course: MSc Marketing Management (Digital)
Start point: August 2023/24
Current agent name: [REDACTED]

Tell us your new agent by selecting from our approved list by clicking the **List** button and scrolling through using the **Next** and **Previous** buttons. **Your agent must be on the approved list.** BU works with a large number of agents and we can only accept representation if we have a current contract with that agent.

Select your new agent: [Text Input] [List]

Education Agent notification and consent

Please tick **one** of the statements below. If you are the **applicant** you should tick the first statement. If you are the new **Education Agent** you should tick the second statement. *You will not be able to proceed without ticking to agree to one of these statements.*

I am the applicant and I have read and agree to the statements contained in Parts 1 and 3 of the Education Agency Notice and Consent Form. I understand that BU will send updates on my application status to my education agency

I am the educational consultant with authority to submit this application for the applicant. I confirm that the applicant has agreed in writing to the statements contained in Parts 1 and 3 of the Education Agency Notice and Consent Form. On request, I will promptly provide BU with evidence that the applicant has received a copy of the Form and has agreed to these statements

Once you have selected your education agent/international representative from the list and have ticked a consent statement click the **Finish** button to notify our Admissions Team.

[Finish]

- (e) For a change in agent request, please follow steps in **Part 2a** and **2b** above, select the **relevant application** and click on **'Change agent details'** to record the new agent details. Follow **Part 2d** to complete the tagging process once you have selected the correct agency.
- (f) Please note that applicants or agents are only allowed to change their agency once and should contact the BU international team for any issues.
- (g) The [BU-Education-Agency-Notice-and-Consent-Form](#) should still be signed by the student at the tagging stage and a copy retained by the agency should BU request the evidence that the applicant has agreed to the terms and conditions of the consent form at a later stage.
- (h) The BU International team is notified of any change in education agency details and may contact the applicant directly or ask for further evidence to confirm any change in agent details if deemed suspicious to prevent any dispute in claims.
- (i) For any questions, please contact international@bournemouth.ac.uk