



How to Complete “Confirmation of a Recruited Student by an Authorized Representative” Form

The purpose of this documentation is to provide important instructions on how the form must be completed.

The form:

- ensures that the student understands the important rules for working with a representative as per the *Freedom of Information and Protection of Privacy Act*, governed by the Government of Alberta; please see the website for clarification: <http://www.servicealberta.ca/foip/>
- allows the student to authorize a representative to work on their file.
- confirms that the student has been referred by *NAIT's Authorized Representative* to make an informed decision to apply to/enroll in NAIT programming/for NAIT commissions.

As per the NAIT Student Recruitment Authorized Representative Agreement, the “Confirmation of a Student Recruited by an Authorized Representative” form is the only way to record student referrals. If a completed form is not submitted in the timeline (15 business days after the application date/submission of Intent to Study ESL form date), no commission will be paid for the student’s referral.

Please read the following instructions carefully and complete the form. If the completed form does not satisfy the following, it will not be accepted.

- When a student approaches you to apply to NAIT, ask them to complete the form. After they apply, add the NAIT Student ID number and follow the instructions on the next page.
- “Part I: Student Information and Declaration” section (entire page 1)
 - a. This section must be read and completed by the student.
 - b. All sections must be completed.
 - c. The term indicated on the form **MUST** match the application term on the NAIT system.
 - d. Email address must be a student’s, not their representative.
 - e. The student’s signature must be the same as the signature on their passport.
- “Part II: Authorized Representative Information and Declaration” section (page 2)
 - a. This section must be read and completed by the Authorized Representative.
 - b. If a member of your staff will be signing on your behalf, it must be indicated so on the form.

Example: *John Smith* for Jenna Sieben

- A copy of the student’s passport must accompany the form.



How to Upload the “Confirmation of a Recruited Student by an Authorized Representative” Form

A Certificate, Diploma or Degree program submitted on APAS

1. **SAVE** the completed Confirmation form pages 1, 2 and the passport copy as ONE document—multiple documents will not be accepted
 2. **NAME** the document: ID#_CNFM_FOIP
 - i. **Example: 200312345_CNFM_FOIP**
 3. **UPLOAD** the document to the applicant’s MyNAIT Portal portal as: ID#_CNFM_FOIP
Example: 200312345_CNFM_FOIP
- ✓ This form must be uploaded to the applicant’s MyNAIT Portal **within 15 business days of the application date on APAS.**

The English as a Second Language (ESL) program

1. **COMPLETE** the [Confirmation of a Recruited Student form \(pdf\)](#) , ask the student to complete page one of the form, and save a copy of the form
 2. **COMPLETE** the [Intent to Study ESL form \(pdf\)](#)
 3. **EMAIL** the completed [Intent to Study ESL form \(pdf\)](#) to vista@nait.ca
You can also submit this document in-person at the Student Service Centre (CAT 108); however, all Confirmation Forms must be emailed (step 6) to ARPerformance@nait.ca
 4. **RECEIVE** a NAIT student ID number from NAIT
 5. **ADD** the student ID number to the *saved* Confirmation of a Recruited Student form (from step 1)
 6. **EMAIL** the *completed* form (pages 1, 2 and the passport copy as ONE document—multiple documents will not be accepted) to ARPerformance@nait.ca
- ✓ This form must be submitted to ARPerformance@nait.ca **within 15 business days of the day you sent the Intent to Study ESL form.**

The purpose of this documentation is to provide important instructions on how the form must be sent to NAIT in order to ensure that an authorized representative is authorized to work on behalf of a student, and to ensure that student referrals are documented for commission purposes. Please contact: ARPerformance@nait.ca if you have questions.
