



CONFIRMATION OF A RECRUITED STUDENT BY AN AUTHORIZED AGENT FORM

Part I of II

All fields in Part I must be filled out and Part II must included for this to be a valid form.

Part I: Applicant Information and Declaration (To be completed by the applicant/student)

Name (as it appears on your passport): _____

Email: _____

Birthdate: mm/dd/yyyy

Which NAIT program have you applied to:

When will you *begin* your studies?

YEAR: 20____ and in which month (choose 1)

1st choice:

2nd choice: _____
(if applicable)

September (Fall)

January (Winter)

Student Identification (ID) Number (if known): _ _ _ _ _

May/June (Spring/Summer)

My Authorized Agent: _____
(company):

1) I confirm that I have authorized the Authorized Agent above to act on my behalf with respect to my NAIT application, which could include submission of documents in support of the application, cancellation of application for admission, making an alternate program selection if I do not qualify for my first program of choice, dropping classes or withdrawing from my program of study, and adding or swapping classes on my timetable.

2) I understand that NAIT assumes no responsibility or liability for my choice of Authorized Agent, and that it is my responsibility to be informed of all NAIT's policies and procedures.

3) I understand and agree that the information listed in item 4 below can be shared with the Authorized Agent until the date which is two (2) years from the beginning of my program, as indicated above.

4) I understand and provide consent pursuant to section 40(1)(d) of the *Freedom of Information and Protection of Privacy Act* (Alberta) for NAIT to share with my designated authorized agent the following information

- My NAIT application information (application information, status, etc.)
- My NAIT enrolment information (classes I'm enrolled in, or registrations, etc.)
- My NAIT financial information (tuition, fees, scholarships, etc.)

By signature below, you are agreeing to all the statements above. Please complete this page and return it to the agent. You will also have to give a copy of your passport to the agent so that NAIT can verify your identity and signature.

If at any time, you no longer authorize your agent to act on your behalf, you must submit a *Withdrawal of Consent form* through www.nait.ca/help.

Today's Date:

mm/dd/yyyy

Applicant's Signature:

(please print and sign)

X

The personal information collected on this form is being collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) and under the mandate of the *Post-secondary Learning Act* (Alberta). The information is used to confirm the referral of your application for registration by the Authorized Representative and to process the request for compensation by the Authorized Representative. The provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta) protect this personal information. If you have any questions about the collection or use of this information, contact NAIT at 780.471.6248 or www.nait.ca/help



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Part II of II

Part II: Passport Copy

Include a colour copy of the applicant's passport so that NAIT can verify their identity. The student's signature on the passport must match that of page 1.

INSTRUCTIONS FOR SUBMITTING THE CONFIRMATION FORM TO NAIT

| Certificate, Diploma, Degree or ESL programs | Continuing Education programs |
|---|---|
| <ol style="list-style-type: none"> COMPLETE the Confirmation Form and obtain a copy of the student's passport COMBINE the form and passport copy into ONE document, multiple documents will not be accepted. <ul style="list-style-type: none"> - do NOT combine the Confirmation Form with the student's transcripts and proof of English language proficiency. These documents must be uploaded separately. UPLOAD the document to the applicant's <i>MyNAIT Portal</i> | <ol style="list-style-type: none"> COMPLETE the Confirmation Form and obtain a copy of the student's passport COMBINE the form and passport copy into ONE document, multiple documents will not be accepted. <ul style="list-style-type: none"> - do NOT combine the Confirmation Form with the student's transcripts and proof of English language proficiency. These documents must be uploaded separately. UPLOAD the document to the <i>Continuing Education Application Portal</i> |
| <p>within 15 business days of the application date on the online application system. <i>You can also submit this document in-person at the Student Service Centre (CAT 180)</i></p> | |