



# VCU International Admissions

VCU International Admissions  
408 West Franklin Street, P.O. Box 843043, Richmond, Virginia 23284-3043  
Tel: (804) 828-6016 Fax: (804) 828-1829  
Email: [vcuia@vcu.edu](mailto:vcuia@vcu.edu)

## Educational Agent Processing Agreement

Revised 12/09/2011

### Instructions & Cover Sheet

Although we encourage students to apply on their own, we understand that some students use educational agents or advisors. We ask that all procedures below are followed for application processing.

An educational agent, advisor or counselor is an individual or entity who is accurately and transparently assisting the applicant and submitting the application on behalf of the applicant. The agent or advisor must complete the agreement form below. We require the agent or advisor's contact information and the student's personal contact information. When the application packet is received from an agent or advisor, our staff will contact you, the agent or advisor by email.

### Agreement Statement:

The educational agent/advisor/counselor agrees to represent Virginia Commonwealth University (VCU) honestly to the student and to always keep the best interests of the student foremost. **VCU does not pay commission fees.** All payment arrangements for educational advising and assistance are between the agent/advisor and the student. The agent/advisor may not charge the student a fee for the VCU application form; the application form itself is on the website without charge. The Application Processing Fee (submitted to the university with the application) is **USD \$50 and is payable from the Global Education Office website.** The agent/advisor may not collect tuition fees on behalf of the student; tuition and university fees are payable only AFTER the student arrives on campus and are payable **directly to the university.**

### Agent / Advisor and Student / Applicant Agreement Form

Both the agent/advisor and the student must acknowledge and agree to the above Agreement Statement and provide the requested information below. By signing below (and on the application form), the student agrees to release application and decision information to the Agent / Advisor and grants permission for VCU to communicate with the Agent / Advisor on the student's behalf.



# VCU International Admissions

**AGENT / ADVISOR / COUNSELOR**

Agent / Advisor / Counselor's Name:

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Company Name:

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Company Address:

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Agent's Telephone Number:

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Agent's Personal Email:

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Agent's Email Used for this Student:

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Agent's Signature Agreeing to Above Statement:

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**STUDENT / APPLICANT**

Student's Name:

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Student's Home Address:

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Student's Personal Telephone Number:

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Student's Personal Email:

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Student's Signature Acknowledging Above Statement:

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# VCU International Admissions

## Agent / Advisor Processing Checklist

Print this three-page Agent / Advisor Processing Form / Checklist and check the boxes  for each item in the list below that you will include in a single packet. Place this form (with the checked boxes) on the top of all of your documents and mail everything in one single packet to the address below

- This Agent / Advisor Processing Form Cover Sheet. **[REQUIRED]**
- VCU International Application Form (fully completed and signed) with application fee check attached or valid credit card information provided in the application. If you are using the VCU online application form, please print the completed online application screens (including confirmation of payment) and submit them in the packet. The application fee cannot be waived. **[REQUIRED]**
- All official academic transcripts, mark sheets, exam certificates (such as 'O' levels, 'A' levels, SSC /HSC exam results), etc. for all postsecondary course work (whether completed or not— please do not omit any documents). Originals or copies certified by the issuing school/board are preferred; transcripts should be submitted in sealed school envelopes; copies of exam results if certified by the issuing board or your school principal/headmaster can be submitted. If you do not have the originals or certified copies, submit whatever copies you have for admissions purposes. **[REQUIRED]**
- TOEFL / IELTS score report (original score report or a clear photocopy)  
[optional – conditional admissions will be considered if neither a TOEFL nor IELTS is presented.]
- SAT score report [optional – required for nursing students]
- Portfolio for the School of the Arts. [required for applicants to the School of the Arts]
- Copy of passport biographical page (submit with application if available; must be submitted for I-20 to be issued)
- VCU I-20/DS-2019 Request Form (can be submitted later after admission decision is announced)
- Official bank statement (can be submitted later after admission decision is announced)
- Any other documents (but please do not submit portfolios unless specifically requested)

**Mail the completed Agreement Form and all of the above checklist items to:**

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Richmond, VA 23284-3043

Or apply online at [www.international.admissions.vcu.edu/apply](http://www.international.admissions.vcu.edu/apply).

The agreement statement must be signed by both parties and received for processing.