

Student Declaration- Agent Change Form

I, (Name in Full) _____, (Date of Birth: _____)
yyyy / mm / dd

confirm that I am retaining the services of the below named agency for my application to Algonquin College. I have read and understand the below conditions regarding change of agency requests.

Date: _____
yyyy / mm / dd

Student Signature: _____

Student Email: _____

Agency Name: _____

Counselor Name: _____ Agency Email: _____

Algonquin College “Change of Agency” Policy

Students will be permitted only ONE agency change

Students who wish to work with a new agency must complete the following steps:

BEFORE A LETTER OF ACCEPTANCE IS ISSUED

OR

AFTER A STUDY PERMIT REJECTION

1. Students must email the original agency at the email listed above, from their personal email address, and include SouthAsia@AlgonquinCollege.com, stating their intention to change agents
2. Students must email this form to SouthAsia@AlgonquinCollege.com, indicating their wish to work with this new agency and to have their file at Algonquin College updated with the new agent information
 - The new agent must submit a **completely new application for the student, paying the \$135 fee again**
 - The student is to be informed that the new application **will be placed at the end of the queue**
 - **In case of a Study Permit rejection, the new agent needs to obtain the GCMS notes <https://gcms-notes.ca/> in order to obtain a Provincial Attestation Letter (PAL) from Algonquin College.**

AFTER A LETTER OF ACCEPTED IS ISSUED:

- NO change of agency requests will be processed **if the Letter of Acceptance has been issued OR Any fees have been paid**