



Agency Compensation Process

On behalf of The University of Alabama in Huntsville (UAH) we are delighted to work with you as a vital agency to help our University increase our student enrollment. In order for you to receive recognition and compensation for your assistance, the following items are required:

1. Complete the Student Agency Consent Form provided by UAH for each applicant.
2. Each form must be filled out completely and signed and dated by the student indicating that your agency has assisted the student with their application.
3. Instruct the student to upload the consent form as part of their application documents in the application portal.
4. At the beginning of each term, your agency must send a list of students you have assisted to InternationalGrad@uah.edu. Please include the student's name, email, degree, and the Student "A Number," which is given after they are admitted. This list you provide will be used in comparison to the uploaded Student Agency Consent Form.
5. UAH will pay only one agency. Please communicate to your student not to upload more than one Student Agency Compensation form. If multiple forms are submitted, UAH will determine which agency will be compensated.



Student Agency Consent Form

Last Name (as printed in Passport)

First Name

Passport No.

Applied Entry Term

Email

Telephone

Desired Degree at The University of Alabama in Huntsville (UAH)

My Agency Name

I hereby certify that the agency noted above has helped me with my application process, including my visa and travel, and I have given the agency permission to submit my application to The University of Alabama in Huntsville if they desire to do so. If am accepted to attend UAH, I will provide my UAH Student "A Number" to my agency.

X _____
Signature

Date

Instruction: Graduate Student, please upload this document in the application portal under documents, then as "OTHER" document. Undergraduate Student, please upload this document together with your passport.